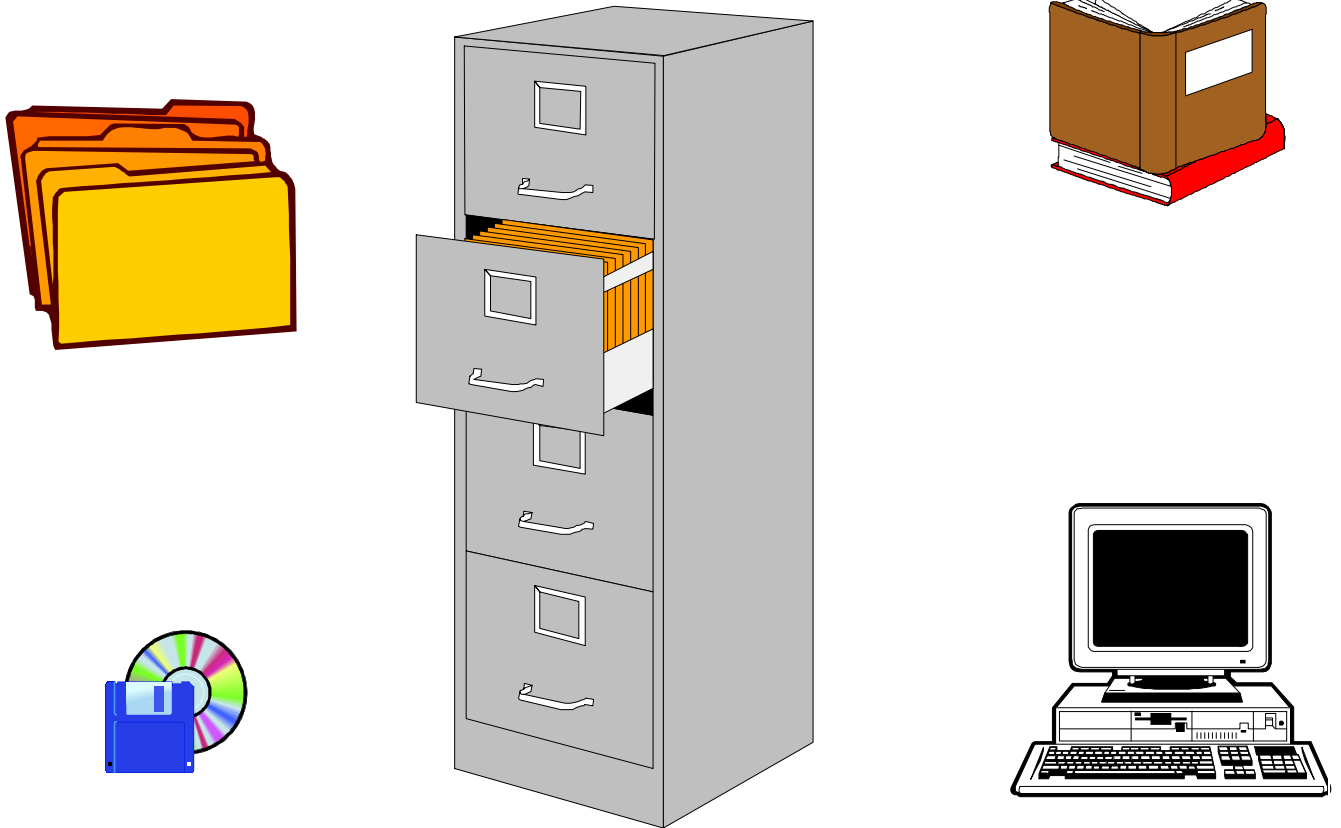


# MARKS



## ***THE MODERN ARMY RECORDKEEPING SYSTEM***

MAY 2000  
DOIM Files Management  
287-5630

## TABLE OF CONTENTS

WHAT IS A RECORD?.....	1
MODERN ARMY RECORDKEEPING SYSTEM (MARKS) .....	3
BASIS FOR THE MARKS FILE NUMBER.....	4
Relationship of MARKS Number to a Prescribing Directive .....	5
PRIVACY ACT SYSTEMS NOTICE.....	6
HOUSEKEEPING VERSUS MISSION FILES .....	7
General Correspondence Files .....	8
General Correspondence Example.....	9
Which Series to Use?/Exceptions .....	10
MAINTAINING AND STORING RECORDS .....	12
DISPOSITION STANDARDS .....	14
Disposition Standards Table .....	15
Disposition Example - Straight Time .....	16
Disposition Example - Straight Event .....	17
Disposition Example - Time-Event.....	18
Time-Event Inactive and Active Records Example .....	20
RECORDS TRANSFER PROCEDURES .....	22
Transfer of Records to Fort Hood Records Holding Area .....	23
Preparing SF 135 .....	24
SF 135 Sample .....	25
Assembling Instructions For Records Storage Boxes .....	26
Cutoff, Transfer, Retirement, Destroy Dates for Calendar Year Files .....	27
Cutoff, Transfer, Retirement, Destroy Dates for Fiscal Year Files ....	28
FILE FOLDER LABELS .....	30
"Dummy" Folder .....	31
File Folder Label Positions .....	32
Drawer Labels.....	33
Labeling Binders and Bookcases .....	34
LIST OF SELECTED FILE NUMBERS .....	36
FORSCOM Form 350-R Sample.....	37
INSPECTIONS/CLASSES .....	39
Records Management Key Inspection Areas Checklist .....	40
QUICK REFERENCE GUIDE TO HOUSEKEEPING FILES .....	BACK COVER
QUICK REFERENCE GUIDE TO FUNCTIONS OR MISSION FILES .....	BACK COVER

# **WHAT IS A RECORD?**

**Documents required for adequate and proper documentation of organization's functions, policies, decisions, and operation regardless of media on which they are created (e-mail, word processors, scratch paper).**

**Includes working papers that propose or evaluate policies or decisions and that contribute to the preparation of records.**

**Documents identified as records must be retained under a recordkeeping system (MARKS). Mail networks and word processors are not recordkeeping systems and will not contain the only copy of an official record.**

## **NON-RECORDS**

**Drafts, notes not representing basic steps in preparation of a record**

**Stocks of documents used for supply or extra copies for reference**

**Suspense files**

# TIDBITS

**The National Archives and Records Administration defines records as:**



"All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics<sup>1</sup>, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business<sup>2</sup> and preserved or appropriate for preservation by that agency or its legitimate successor as evidence<sup>3</sup> of the organization, functions, policies, decisions, procedures, operations, or because of the informational value<sup>4</sup> of the data in them."

<sup>1</sup>Physical form or characteristics include records created on magnetic tape, punch cards, aperture cards, disks, cores, microfilm, computer printouts, large maps, and tab cards as well as paper.

<sup>2</sup>In connection with the transaction of public business refers to file items created during the course of business which are the property of the Federal Government and not of the individual.

<sup>3</sup>Evidential value is the value of a record that documents the history of an organization.

<sup>4</sup>Informational value is the value of a record that provides unique and permanent information for purposes of research.



**If your “working papers” were suddenly burned to a crisp in a raging fire, would you and your office be able to perform the mission as usual? Would you be able to reconstruct your papers from other sources? If not, then you should treat your working papers as official records.**





# **MODERN ARMY RECORDKEEPING SYSTEM (MARKS)**

**PRESCRIBED IN AR 25-400-2, 26 FEB 93, WITH**



 **FORSCOM SUPPLEMENT 1, 1 DEC 93**

 **OFFICIAL UPDATES LOCATED ON FORT BELVOIR  
WEBSITE**  
([www.rmd.belvoir.army.mil](http://www.rmd.belvoir.army.mil))

## **MARKS**

-  **ASSIGNS RECORDED INFORMATION THE SAME  
NUMBER AS PRESCRIBING DIRECTIVE.**
-  **DEFINES HOW THE PRIVACY ACT SHOULD BE APPLIED  
TO SPECIFIC TYPES OF RECORDS.**
-  **PROVIDES FOR IDENTIFICATION AND FILING OF  
GENERAL CORRESPONDENCE.**
-  **ESTABLISHES PROCEDURES FOR STORAGE,  
TRANSFER AND DESTRUCTION OF INACTIVE  
RECORDS.**

**STATUTORY BASIS FOR MANAGEMENT OF RECORDS  
IS THE AMENDED FEDERAL RECORDS ACT OF 1950.**

-  **MARKS PROVIDES THE LEGAL AUTHORITY FOR THE  
DESTRUCTION OF NONPERMANENT RECORDS.**
-  **MARKS -- NOT THE FILES CUSTODIAN -- PRESCRIBES  
HOW LONG TO KEEP THE RECORDS AND WHEN TO  
DESTROY THEM.**

## BASIS FOR THE MARKS FILE NUMBER

*F*or every mission in the Army, there are regulations listing responsibilities, procedures, and types of official records to be maintained.

*T*he regulations -- or prescribing directives -- provide the basis for the MARKS numbering system.


*T*he file numbers for mission records prescribed in a regulation are the same as the regulation number.



**AN ALPHABETICAL SUFFIX IS  
ADDED TO THE FILE NUMBER  
TO DISTINGUISH IT FROM  
OTHER RECORDS  
PRESCRIBED IN THE SAME  
REGULATION.**


# RELATIONSHIP OF MARKS NUMBER TO A PRESCRIBING DIRECTIVE

This regulation. .




Headquarters Department of the Army Washington, DC 25 March 1997		*Army Regulation 25-1  Effective 25 April 1997
Information Management  The Army Information Resources Management Program		
Togo D. West, Jr. Secretary of the Army  History. This UPDATE printing publishes a revision of this publication. Because this publication has been extensively revised, the changed portions have not been highlighted.  Summary. This regulation on the management of the Information Mission Area (IMA) has been	(DODD) 7740.1. This regulation also prescribes information management policies, guidance, and responsibilities in support of the Army Command and Control System (ACCS) Program and describes the ACCS as it relates to the IMA. Federal and DOD policies and procedures that pertain to specific elements of this program have not been changed and changes to them that are subsequent to the publication of this regulation take precedence. Other HQDA	who holds the grade of colonel or the civilian equivalent.  Army management control process. This regulation contains management control provisions in accordance with AR 11-2 and contains checklists for conducting management control reviews at Appendix B.  Supplementation. Supplementation of this regulation and establishment of DA

. . prescribes this record. .



**1-5n. For the internal information resources management responsibilities of their command, each MACOM commander will--**  
**(3) Ensure that each MACOM functional proponent designates a single point of contact for IMA actions within their area of responsibility.**

. . which is identified in MARKS with the same basic number as the regulation, thus. .



**FN: 25-1d**  
**Title: Information manager designations/appointments**  
**Authority: N1-AU-87-4**  
**Privacy Act: OPM/GOVT-1**  
**Description: Documents of the designation or appointment of information managers at all levels of the Army. Included are designations, appointments, concurrences or nonconcurrences, consideration of possible appointees, and related information.**  
**Disposition: Destroy 1 year after termination of designation or appointment.**

When regulations prescribe many different types of records, an alphabetical suffix is given to each distinct type of record to distinguish it from other types prescribed by the regulation:


25-1e Capability Request for IMA Resources  
 25-1f Army Library Management Reporting Systems (ALMRS)

# PRIVACY ACT SYSTEMS NOTICE


The Privacy Act Systems Notice (PASN) indicates that a particular record contains personal information on individuals.

These records are arranged for retrieval by a personal identifier such as name or social security number.

MARKS IDENTIFIES SUCH FILES:



FN: 1z Title: <b>Office personnel locator</b> Authority: <b>NN-166-204</b> Privacy Act: A0001DAPE Description: <b>Information providing the name, address, telephone number, and similar information for each member assigned to an office.</b> Disposition: <b>Destroy when superseded, obsolete, or when person is separated or transferred.</b>
---






1z OFFICE PERSONNEL LOCATOR PA Sys A0001DAPE Dest when superseded, obsolete, or when person is separated or transferred.
--



LABEL EXAMPLE

# HOUSEKEEPING VERSUS MISSION FILES

## HOUSEKEEPING FILES (FILE NUMBERS 1a THRU 1oo)

-  RELATE PRIMARILY TO HOUSEKEEPING OPERATIONS WITHIN AN OFFICE.
-  ACCUMULATE BECAUSE AN OFFICE EXISTS; THEY ARE NOT WHY AN OFFICE EXISTS.
-  ARE SEPARATE FROM FILES DOCUMENTING FUNCTIONS OR MISSION OF AN OFFICE.

## MISSION FILES (FILE NUMBERS 1 THRU 1180)

-  RELATE TO THE FUNCTIONS OR MISSION OF AN OFFICE; MOST OFFICES HAVE ONLY ONE OR TWO MISSION FILE SERIES.
-  PROVIDE A "GENERAL CORRESPONDENCE" CATEGORY FOR EACH FILE SERIES FOR RECORDS NOT IDENTIFIED ELSEWHERE WITHIN THE SERIES.

# GENERAL CORRESPONDENCE FILES

CONTAIN MISSION RECORDS NOT IDENTIFIED ELSEWHERE WITHIN THE SERIES.

ARE THE FIRST FILE NUMBERS IN EACH MISSION SERIES.

ARE THE ONLY FILE NUMBERS WITHOUT A HYPHEN OR ALPHABETICAL SUFFIX.


## DESCRIPTION

### ACTION DOCUMENTS

- Y RELATED TO SUBJECT AREA NOT IDENTIFIED BY SPECIFIC FILE NUMBER WITHIN THAT SERIES.
- Y DESTROY AFTER 2 YEARS.

### NONACTION DOCUMENTS

- RECEIVED FOR INFORMATION ONLY.
- REVIEW FILE YEARLY AND PURGE UNNECESSARY RECORDS.

  
**FILE DESCRIPTIONS FOR  
GENERAL CORRESPONDENCE  
FILES READ THE SAME EXCEPT  
FOR THE NAME OF THE SUBJECT  
AREA.**

# GENERAL CORRESPONDENCE EXAMPLE

**FN: 380**

**Title: General security correspondence files**

**Authority: NN-167-31 and NN-165-192**

**Privacy Act: Not applicable.**

**Description:**

**a. ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to security which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q).

**b. NONACTION:** Matters relating to security that are received for information only; on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:**

**a. ACTION:** Destroy after 2 years.

**b. NONACTION:** Destroy when no longer needed for current operations.

## Label examples:

### For disposition subparagraph "A," ACTION:

380 GENERAL SECURITY CORRESPONDENCE FILES (99)  
COFF 31 DEC 99, Dest JAN 01

### For disposition subparagraph "B," NONACTION:

380 GENERAL SECURITY CORRESPONDENCE FILES  
Dest when NLN for current operations

# WHICH SERIES TO USE?

WHAT IS THE MAIN MISSION(S) OF YOUR OFFICE?

DOES THE DOCUMENT PERTAIN TO THAT MISSION?

- ✓ IF "YES," FILE THE DOCUMENT UNDER THE RELATED MISSION FILE SERIES.
- ✗ IF "NO," FILE THE DOCUMENT UNDER A HOUSEKEEPING FILE.

DOCUMENT ON...	HOUSEKEEPING FILE NO.	MISSION FILE SERIES
SAFETY	1b	385
CIVILIAN JOB DESCRIPTIONS	1bb	690-500a
LONG DISTANCE PHONE CALLS	1o	25-1v
TDA <sub>s</sub>	1f	71-32b
WORK ORDERS	1p	420-17e

## EXCEPTIONS

FOR DOCUMENTS WITH NO HOUSEKEEPING EQUIVALENT

DOCUMENT ON...	ADMINISTRATIVE FILE NO.	MISSION FILE SERIES
INTERNAL CONTROL	11-7a	11-7a
AGREEMENTS	5-8a	5-8a
HISTORICAL RECORDS	870 series	870 series
CONGRESSIONALS	Your general correspondence mission file	1-20e

# TIDBITS



## PREVENT NEEDLESS FILING

**A careful look at the individual papers in the records of any office would make many people wonder why so many were filed in the first place. They would additionally wonder why so many people routinely drop all incoming papers into the "file" box instead of swinging a little further around in their chairs and dropping some of the papers into the wastebasket...**

**REVIEW INCOMING PUBLICATIONS (ARE THEY STILL NEEDED? WHO STILL USES THEM AND HOW OFTEN?). No office should maintain excessive libraries of publications or any other informational material.**

**FILE FEWER INFORMATION COPIES. File only those items which are sure to be subsequently referred to. Extra copies of letters intended only to keep officials posted can usually be obtained from the originating office if needed.**

**BEWARE OF EXTRA COPY FILES. Extra files kept at various places within an office may seem efficient but they can be misleading for they seldom contain all the background data necessary to provide a usable record. One good file is worth several kept haphazardly.**





**WHILE ORGANIZATIONS CANNOT AFFORD COMMUNICATIONS GAPS, NEITHER CAN OFFICIALS FORGET THAT IN THOUSANDS OF OFFICES, YESTERDAY'S DESIRED DISTRIBUTION MAY HAVE BECOME TODAY'S FILING NUISANCE!**




# MAINTAINING AND STORING RECORDS

Established records will be maintained and disposed of according to MARKS.

Records are normally maintained in two different blocks:

 ACTIVE	CURRENT YEAR / ONGOING EVENTS
 INACTIVE	PREVIOUS YEAR / COMPLETED EVENTS

Inactive records may be stored in three locations:

-  CURRENT FILES AREA (RETENTION OF 2 YEARS OR LESS)
-  FH RECORDS HOLDING AREA (RETENTION OF 3 TO 7 YEARS)
-  FEDERAL RECORDS CENTERS, WNRC AND NPRC (RETENTION OVER 7 YEARS OR PERMANENT)

# TIDBITS



## WHAT HAPPENS TO YOUR RECORDS?

How long records are kept depends on their value. Some are destroyed in your office. Others are moved to a records holding area or a Federal records center for low-cost storage.

Some of the records you keep may become a permanent part of the records of the Government to be preserved at the National Archives.



### STORAGE COST (Average Annual Cost Per Cubic Foot)

RECORDS HOUSED IN OFFICE FACILITIES = \$23.04  
versus  
RECORDS HOUSED IN FEDERAL RECORDS = \$1.62  
CENTERS



**IT'S THE LAW - FEDERAL LAW REQUIRES THE CREATION OF ADEQUATE AND PROPER RECORDS AND MAKES IT A CRIME TO DESTROY THEM WITHOUT THE APPROVAL OF THE NATIONAL ARCHIVES.**

# DISPOSITION STANDARDS

Files kept longer than 2 years may require transfer to the records holding area or retirement to a Federal records center.

The Disposition Standards Table on the next page provides

➔ detailed instructions on transferring and retiring records and

➔ how the disposition instructions will appear on the folder label.

COLUMN 1 - ABBREVIATED DISPOSITION  
INSTRUCTIONS GIVEN IN MARKS AND  
TYPE OF DISPOSITION.

COLUMN 2 - WHAT YOU NEED TO DO WITH THE  
FOLDER.

COLUMN 3 - HOW THE DISPOSITION INSTRUCTIONS  
WILL APPEAR ON THE LABEL.

## DISPOSITION STANDARDS (Extracted from Table 7-1, AR 25-400-2)

If the abbreviated disposition instructions are	then the full disposition standard would be	and the disposition instructions on the label would be (examples are for both calendar and fiscal year, where applicable)
Destroy after 1 month <b>[straight time]</b>	Cut off at the end of the month; hold 1 month in the current files area; then destroy.	COFF 30 Apr 99, Dest Jun 99
Destroy after 3 months <b>[straight time]</b>	Cut off at the end of each quarter; hold 3 months in the current files area; then destroy.	COFF 31 Mar 99, Dest Jul 99
Destroy after 6 months <b>[straight time]</b>	Cut off twice a year, according to the calendar or fiscal year; hold 6 months in the current files area; then destroy.	CY: COFF 30 Jun 99, Dest Jan 00 and COFF 31 Dec 99, Dest Jul 00 FY: COFF 31 Mar 99, Dest Oct 99 and COFF 30 Sep 99, Dest Apr 00
Destroy after 1 year <b>[straight time]</b>	Cut off at the end of the calendar or fiscal year; hold 1 year in the current files area; then destroy.	CY: COFF 31 Dec 99, Dest Jan 01 FY: COFF 30 Sep 99, Dest Oct 00
Destroy after 2 years <b>[straight time]</b>	Cut off at the end of the calendar or fiscal year; hold 2 years in the current files area; then destroy.	CY: COFF 31 Dec 99, Dest Jan 02 FY: COFF 30 Sep 99, Dest Oct 01
Destroy <i>upon</i> occurrence of a specific action or event <b>[straight event]</b>	examples: Destroy when superseded or obsolete Destroy when no longer needed for current operations	examples: Destroy when superseded or obsolete.  Destroy when no longer needed for current operations.
Destroy a certain time period <i>after</i> occurrence of a specific action or event <b>[time-event]</b>	example: Destroy 2 years after transfer or separation of individual. Place in INACTIVE FILE on transfer or separation of individual; cut off INACTIVE FILE at end of year and hold 2 years in current files area; then destroy.	example for 2-year time event file: ACTIVE FILE: PIF after transfer or separation of individual. INACTIVE FILE: CY: COFF 31 Dec 99, Dest Jan 02 FY: COFF 30 Sep 99, Dest Oct 01
Destroy after 3, 4, 5, 6, or 7 years* <b>[straight time]</b>	Cut off at the end of the calendar or fiscal year; hold 2 years in the current files area; transfer to records holding area; hold until total retention period expires; then destroy.	example for a 5-year file: CY: COFF 31 Dec 99; Trf RHA Jan 02, Dest Jan 05 FY: COFF 30 Sep 99, Trf RHA Oct 01, Dest Oct 04
Destroy after more than 7 years (but not permanent records)* <b>[straight time]</b>	Cut off at the end of the calendar or fiscal year; hold 2 years in the current files area; transfer to records holding area; hold for 1 year; retire to the servicing Federal Records Center where they will be held until total retention period expires; then destroy.	example for a 75-year file: CY: COFF 31 Dec 99, Trf RHA Jan 02, Ret WNRC Jan 03, Dest Jan 2075 FY: COFF 30 Sep 99, Trf RHA Oct 01, Ret WNRC Oct 02, Dest Oct 2074
Permanent* <b>[straight time]</b>	Cut off at the end of the calendar or fiscal year; hold 2 years in the current files area; transfer to records holding area; hold for 1 year; then retire to the servicing Federal Records Center.	CY: COFF 31 Dec 99, Trf RHA Jan 02, Ret WNRC Jan 03, Permanent FY: COFF 30 Sep 99, Trf RHA Oct 01, Ret WNRC Oct 02, Permanent

**\*Fort Hood is serviced by a Records Holding Area.**

# **STRAIGHT TIME**

**CUT OFF AT END OF THE YEAR, HOLD FOR SPECIFIC PERIOD OF TIME, THEN DESTROY**

FN: 1b

Title: **Office general management**

Authority: **NN-1676-204**

Privacy Act: **Not applicable.**

Description: **Information relating to the administration of an office.**

**This information covers the following internal office procedures that are not continuing such as hours of duty, individual duties, emergency evacuation procedures, parking, and traffic control; charitable affairs, such as blood donations and contributions to charity; public relations and information activities, such as open house programs and special events (but not articles, news releases, or similar items that promote or publicize the office's mission); office security, such as documents ensuring security and any covering the security classification system; office safety, such as minutes of safety meetings and safe and unsafe practice notes, forms, publications; and reports management, such as forms surveys and inventory reports (but not those relating to initiating forms, publications, and reports that pertain to the office's mission functions); routine use of automatic data processing (but not documents concerned with use of automatic data processing for mission functions).**

Disposition: **Destroy after 1 year.**



**CLOSE OUT -- OR CUT OFF -- THE FILE AT THE END OF THE YEAR (*COFF 31 DEC 99*)**

**HOLD THE INACTIVE FILE FOR 1 YEAR (2000)**

**THEN DESTROY (*Dest JAN 01*)**


MAKE A NEW FOLDER EVERY YEAR. PUT THE YEAR ON THE FOLDER LABEL.

<b>1b OFFICE GENERAL MANAGEMENT</b>	<b>(99)</b>
<b>COFF 31 DEC 99, Dest JAN 01</b>	

**Label Example**

# **STRAIGHT EVENT**

## **DESTROY UPON OR IMMEDIATELY AFTER THE OCCURRENCE OF A SPECIFIC EVENT**



FN: 1f  
Title: **Office organization files**  
Authority: **NCI-AU-75-19**  
Privacy Act: **Not applicable.**  
Description: **Information relating to the organization and functions of an office, such as copies of documents that are duplicated in the resource management or comparable office that determines the organization and functions of the agency. Included are functional charts and functional statements, copies of documents relating to office staffing and personnel strength, such as workforce surveys and authorization vouchers, tables of distribution and allowance (TDAs), documents showing minor changes in the office's organization, orientation briefings to newly assigned personnel, and similar information.**  
Disposition: **Destroy when no longer needed for current operations.**

**WHEN AN INDIVIDUAL DOCUMENT BECOMES OBSOLETE, THAT IS THE TRIGGER, OR SPECIFIC EVENT, AUTHORIZING ITS DESTRUCTION. Periodically review entire file and destroy records that are no longer needed.**

**THIS FILE IS ALWAYS ACTIVE.**


- ☹ DO NOT PUT THE FILE YEAR ON THE LABEL.
- ☹ DO NOT MAKE A NEW FOLDER EVERY YEAR.

1c OFFICE ORGANIZATION FILES  
Dest when NLN for current operations

**Label Example**

# TIME - EVENT

## DESTROY CERTAIN PERIOD OF TIME AFTER AN EVENT TAKES PLACE



FN: 1ii  
Title: **Office military personnel files**  
Authority: **II-NNA-436**  
Privacy Act: **A0001bTAPC**  
Description: **Information concerning supervising military personnel. Included are papers pertaining to classification, promotion, orders, sponsors, indebtedness, leave, enlistment, waivers, statements of service, bonuses, evaluations, identification, group life insurance, application for appointment, application for outside employment, academic and individual training reports, instructional evaluations, and related information.**  
Disposition: **Destroy 1 year after transfer or separation of individual.**

**THIS DISPOSITION REQUIRES CREATING TWO FOLDERS**

Y ACTIVE (*Event Phase*)

FOR SOLDIERS CURRENTLY ASSIGNED TO YOUR OFFICE.

FOLDER IS ALWAYS ACTIVE SO DO NOT PUT FILE YEAR ON LABEL.

**1ii Office Military Personnel Files  
PA Sys A001bTAPC  
ACTIVE  
PIF after transfer or separation of individual.**

**Label Sample**

WHEN THE SOLDIERS LEAVE, THEIR FILE IS IMMEDIATELY  
"PIF"ed - *Placed in an Inactive Folder.*

(CONTINUED)

**TIME - EVENT (continued)**

 **INACTIVE (*Time Phase*)**

TO KEEP RECORDS OF DEPARTED SOLDIERS  
SEPARATED FROM SOLDIERS CURRENTLY  
ASSIGNED TO THE ACTIVITY.

IS HELD FOR 1 YEAR, THEN DESTROYED.

1ii Office Military Personnel Files	(99)
PA Sys A001bTAPC	
INACTIVE	
COFF 31 DEC 99, Dest JAN 01	


**Label Sample**

**CLOSE OUT -- OR CUT OFF -- THE FILE AT THE END OF THE  
YEAR (*COFF 31 DEC 99*)**

**HOLD THE INACTIVE FILE FOR 1 YEAR (*2000*)**

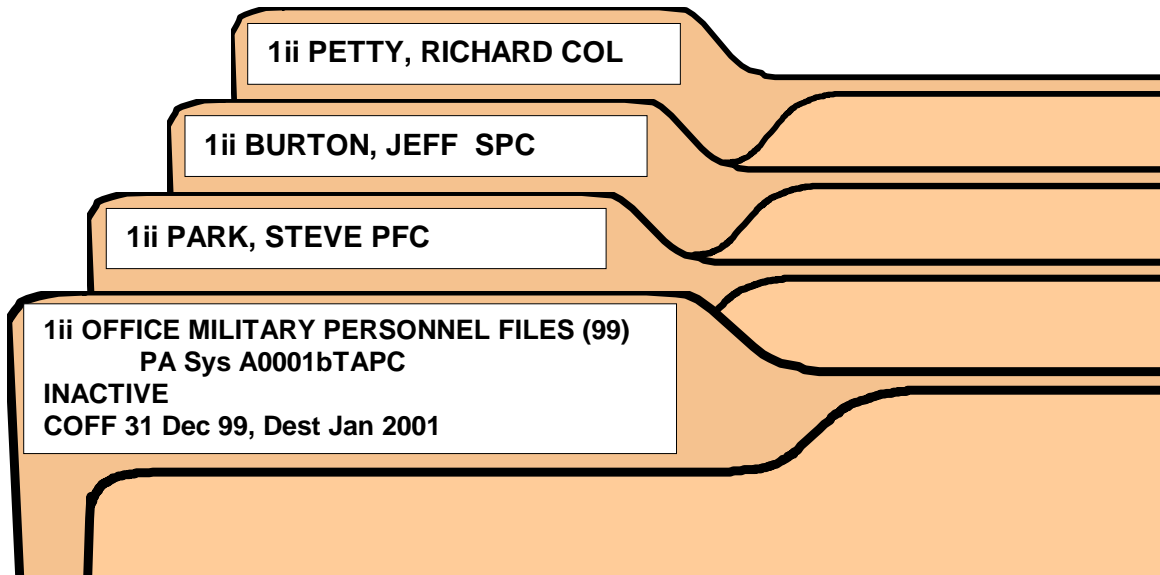
**THEN DESTROY (*DEST JAN 01*)**

**MAKE A NEW INACTIVE FOLDER EVERY YEAR. PUT THE  
YEAR ON THE FOLDER LABEL.**

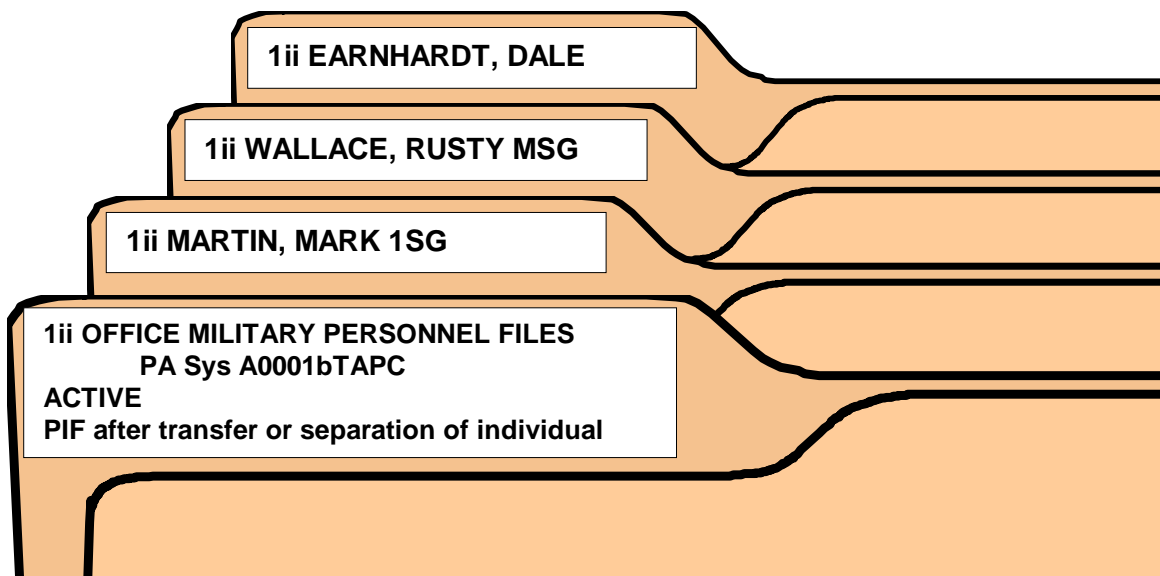
  
***IF THE DISPOSITION CONTAINS THE  
WORD "AFTER" BETWEEN A DATE  
AND EVENT, IT IS A TIME-EVENT FILE.***

(CONTINUED)

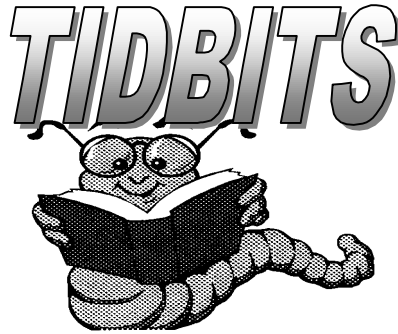
# TIME-EVENT INACTIVE AND ACTIVE RECORDS EXAMPLE



**INACTIVE**



**ACTIVE**



## **Selecting the File Number**

1. Determine the series - Housekeeping or Mission? Does the record document the internal administrative functions of your office or the primary missions of your office?
2. File administrative-type records under the housekeeping files listed on the inside back cover of this handbook. If the record relates to your mission, review the list of mission files series found on the outside back cover of this handbook.
  - a. Review Sublistings Under The Series. When the mission file series has been determined, go to the first file number listed in that series. Review the prescribing directives and description listed at the beginning of each series and all the files descriptions listed under the series.
  - b. Consider General Correspondence. If the document does not logically fit any of the file descriptions provided, it would be filed under the General Correspondence file for that series.
3. Contact Your Records Management Officer/Coordinator. When a file number cannot be determined after following the steps listed above, contact your Records Management Officer or Coordinator for assistance.

Files may be maintained by either calendar year or fiscal year unless otherwise stated in MARKS (example: file numbers 30-1d and 30-1i).

# **RECORDS TRANSFER PROCEDURES**

## **FORT HOOD RECORDS HOLDING AREA**

Records with a retention of 3 years or more are transferred to the RHA (unless otherwise stated in MARKS).

Records may be transferred in January for calendar year files and October for fiscal year files.

- ✓ Pack the records in standard fiberboard boxes.
- ✓ List box contents on SF 135 (records transmittal and receipt).
- ✓ Submit SF 135 to activity records management coordinator/officer.

Records with a retention of 3 to 7 years may be retained and destroyed in the current files area in lieu of RHA transfer. Waivers may be obtained by submitting a memorandum to DOIM with the following information:

- ☐ File name
- ☐ File title
- ☐ Location of records
- ☐ Statement that the office has sufficient space to maintain the records and will ensure the records are disposed of in accordance with AR 25-400-2.

## TRANSFER OF RECORDS TO FORT HOOD RECORDS HOLDING AREA

The Fort Hood Records Holding Area (RHA) is located in the back of the Sprint building on 52d Street (next to building 13, DOIM). This facility is used to store unclassified, inactive records pending destruction or transfer to the Federal records centers. To turn in or check out records, call 287-5630 in advance for access into the RHA. Allow at least 2 working days, when possible. (Refer to AR 25-400-2, Chapter 10, for more information on RHAs.)

### PACKING RECORDS FOR TRANSFER

Use only standard fiberboard boxes (size 14-3/4 by 9-1/2 inches, NSN 8115-00-117-8249) for letter and legal sized records. Obtain these boxes through normal supply channels. Note that tape is not required for the bottom of these tuck-bottom boxes.

Pack files in MARKS number sequence. Make sure the file number, file title, year, Privacy Act System Notice (if applicable), and disposition instructions are on the first folder label of each file number. For files divided between boxes, place a dummy folder for that file in each box. Every folder must have a label (see AR 25-400-2, Figure 6-4). **FILES NOT PROPERLY PACKED AND LABELED WILL NOT BE ACCEPTED.**

Fill each box with only one row of folders. Do not place folders on top or on sides of boxes. Be careful not to pack boxes so tightly that files cannot be serviced. If a box is not completely filled, pack crumpled newspaper in the unused space behind the folders to prevent movement of the contents.

Enter the box number and total number of boxes on the end of the box in the upper right. For example, if a series includes three boxes, mark them "1/3, 2/3, 3/3." Do not put any other markings on the end of the box. Leave box tops open for easy access.

### BASIC PROCEDURES FOR RECORDS TRANSFER

Prepare a Standard Form (SF) 135 (Records Transmittal and Receipt) to identify the originating activity and box contents. **Make sure the SF 135 accurately describes the contents of each box.**

Submit an original and two copies of the SF 135 through your Records Management Coordinator/Officer to DOIM Records Management (AFZF-IM-SD-SBR) for review. DOIM will return the original and one copy of the SF 135 with an appointment for access into the RHA.

Place the copy of the SF 135 in the first box of each series and bring the original SF 135 with the records. (A series is one or more boxes accumulated by one element of an organization.)

Bring the boxes directly to the RHA at the assigned time.

Each box is assigned a location number. The number will be annotated on the original SF 135 and the form returned for retention under housekeeping file 1g, Office Record Transmittal.

## PREPARING SF 135 (RECORDS TRANSMITTAL AND RECEIPT)

- BLOCK 1. FORT HOOD RECORDS HOLDING AREA
- BLOCK 2. Activity's Records Management Coordinator's or Officer's name, signature, and date
- BLOCK 3. Point of contact or file custodian
- BLOCK 4. Leave blank
- BLOCK 5. Activity mailing address.
- BLOCKS 6a-c. Leave blank
- BLOCK 6d. Total number of boxes turned in
- BLOCK 6e. Number of each box turned in
- BLOCK 6f. If any of the records have a Privacy Act Systems Notice (PASN), the PASN(s) will be the first entry in this column.
- Identify the activity that created the records.
- List any major organizational changes that occurred when the records were active. Examples are activation, changes of command, transfer of function, discontinuance, and inactivation.
- Enter the MARKS file title, arrangement of records (numerical, alphabetical, chronological), and the year of the records. If a record series is in more than one box, show the contents of each box (i.e., A-K, L-Z or 1-250, 251-500).
- NOTE:** If a series has a PERMANENT disposal date, **all individual folders in the series MUST be listed** on the SF 135 or on a separate sheet of paper.
- BLOCK 6g. Leave blank. **Do NOT turn in classified records to the RHA.**
- BLOCK 6h. Enter the MARKS file number opposite each file title.
- BLOCK 6i. Enter the month and year in which records will be destroyed. For permanent records, enter Permanent or PERM.

# SF 135 SAMPLE

## RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

PAGE 1 OF 1

1. TO: Complete the address for the records center serving your area as shown in 3b. (Enter the name and complete mailing address of the office receiving the records. The signed receipt of this form will be sent to this address.)

### FORT HOOD RECORDS HOLDING AREA

2. AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (Signature and title)	DATE
3. AGENCY CONTACT	(Activity Records Management Coordinator/Officer)	
	(Office POC/Files Custodian, phone number)	
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and title)	DATE
	(LEAVE BLANK)	

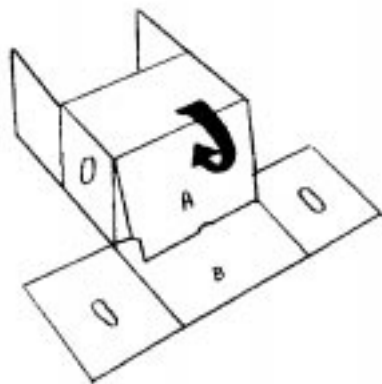
(Activity Mailing Address)

## RECORDS DATA

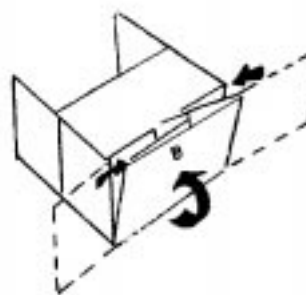
ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With archive dates of records)	BEST PRES. TECH.	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER	
NO.	PY.	NUMBER							LOCATION	STATUS
101	101	101	(Total # of Boxes)	(M)	(The Privacy Act System Notice goes here) Privacy Act: A0351aTRADOC (Organization and office originating the records) 1st Cavalry Division, G1/ASD Historical Data: No change from last records retirement or XYZ unit inactivated in Jun 99 (File Title, Year, how filed (alphabetically, numerically, chronologically) List all permanent folders.) Personnel Type Orders. 1989. Filed numerically by order number. Orders 1 thru 240 Orders 241 thru 245 minus 237 Permanent Order Background Files. 1989. Filed chronologically by month. Permanent Order Record Set. 1989. Filed numerically. Orders 1 thru 170 (minus 25, 73, 132) and 2 log books	91	(File Number)	(Destroy Date)	ST	101
			3				351a	JAN 2046		
			1 of 3 2 of 3				310-10b	JAN 2013		
			2 of 3 (cont)				310-10c	PERM		
			3 of 3							

NEW 7540-00-034-0093 135-107 Standard Form 135-1 (Rev. 7-8) Prescribed by GSA

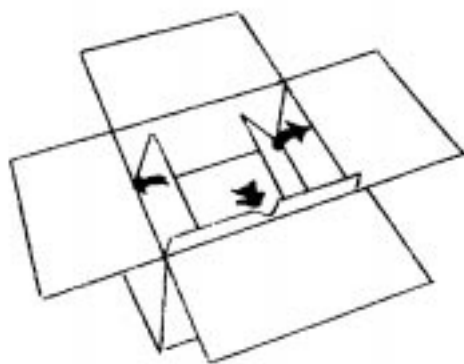
**ASSEMBLY INSTRUCTIONS FOR RECORDS STORAGE BOXES  
(GSA NSN 8115-00-117-8249)**



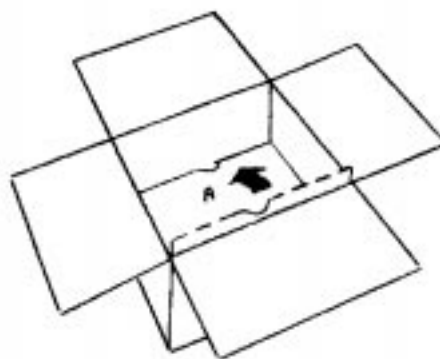
**STEP 1. SQUARE UP BOX ON ITS SIDE  
AND FOLD FLAP A INSIDE**



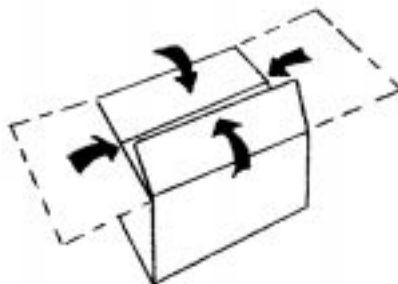
**STEP 2. FOLD EXTENSIONS OVER  
ON FLAP B AND FOLD TO  
CLOSED POSITION.**



**STEP 3. LIFT FLAP A TO VERTICAL  
POSITION AND THEN LIFT**



**STEP 4. LOWER FLAP A TO  
BOTTOM OF BOX**



**STEP 5. FOLD ALL FLAPS ON TO TOP,  
SMALL FLAPS FIRST, LARGE  
FLAPS LAST**

# CUTOFF, TRANSFER, RETIREMENT, DESTROY DATES FOR CALENDAR YEAR FILES

CALENDAR YEAR	COFF	YR FOR TRF TO RHA	DESTRUCTION DATES FOR					YR FOR RET TO FRC	DESTRUCTION DATES FOR						
			3 YR FILES	4 YR FILES	5 YR FILES	6 YR FILES	7 YR FILES		10 YR FILES	15 YR FILES	20 YR FILES	25 YR FILES	40 YR FILES	56 YR FILES	
1990	31 Dec 90	Jan 93	94	95	96	97	98	Jan 94	01	06	11	16	31	47	
1991	31 Dec 91	Jan 94	95	96	97	98	99	Jan 95	02	07	12	17	32	48	
1992	31 Dec 92	Jan 95	96	97	98	99	00	Jan 96	03	08	13	18	33	49	
1993	31 Dec 93	Jan 96	97	98	99	00	01	Jan 97	04	09	14	19	34	50	
1994	31 Dec 94	Jan 97	98	99	00	01	02	Jan 98	05	10	15	20	35	51	
1995	31 Dec 95	Jan 98	99	00	01	02	03	Jan 99	06	11	16	21	36	52	
1996	31 Dec 96	Jan 99	00	01	02	03	04	Jan 00	07	12	17	22	37	53	
1997	31 Dec 97	Jan 00	01	02	03	04	05	Jan 01	08	13	18	23	38	54	
1998	31 Dec 98	Jan 01	02	03	04	05	06	Jan 02	09	14	19	24	39	55	
1999	31 Dec 99	Jan 02	03	04	05	06	07	Jan 03	10	15	20	25	40	56	
2000	31 Dec 00	Jan 03	04	05	06	07	08	Jan 04	11	16	21	26	41	57	
2001	31 Dec 01	Jan 04	05	06	07	08	09	Jan 05	12	17	22	27	42	58	
2002	31 Dec 02	Jan 05	06	07	08	09	10	Jan 06	13	18	23	28	43	59	
2003	31 Dec 03	Jan 06	07	08	09	10	11	Jan 07	14	19	24	29	44	60	
2004	31 Dec 04	Jan 07	08	09	10	11	12	Jan 08	15	20	25	30	45	61	
2005	31 Dec 05	Jan 08	09	10	11	12	13	Jan 09	16	21	26	31	46	62	
2006	31 Dec 06	Jan 09	10	11	12	13	14	Jan 10	17	22	27	32	47	63	

# CUTOFF, TRANSFER, RETIREMENT, DESTROY DATES FOR FISCAL YEAR FILES

FISCAL YEAR	COFF	YR FOR TRF TO RHA	DESTRUCTION DATES FOR					YR FOR RET TO FRC	DESTRUCTION DATES FOR					
			3 YR FILES	4 YR FILES	5 YR FILES	6 YR FILES	7 YR FILES		10 YR FILES	15 YR FILES	20 YR FILES	25 YR FILES	40 YR FILES	56 YR FILES
90	30 SEP 90	OCT 92	93	94	95	96	97	OCT 93	00	05	10	15	30	46
91	30 SEP 91	OCT 93	94	95	96	97	98	OCT 94	01	06	11	16	31	47
92	30 SEP 92	OCT 94	95	96	97	98	99	OCT 95	02	07	12	17	32	48
93	30 SEP 93	OCT 95	96	97	98	99	00	OCT 96	03	08	13	18	33	49
94	30 SEP 94	OCT 96	97	98	99	00	01	OCT 97	04	09	14	19	34	50
95	30 SEP 95	OCT 97	98	99	00	01	02	OCT 98	05	10	15	20	35	51
96	30 SEP 96	OCT 98	99	00	01	02	03	OCT 99	06	11	16	21	36	52
97	30 SEP 97	OCT 99	00	01	02	03	04	OCT 00	07	12	17	22	37	53
98	30 SEP 98	OCT 00	01	02	03	04	05	OCT 01	08	13	18	23	38	54
99	30 SEP 99	OCT 01	02	03	04	05	06	OCT 02	09	14	19	24	39	55
00	30 SEP 00	OCT 02	03	04	05	06	07	OCT 03	10	15	20	25	40	56
01	30 SEP 01	OCT 03	04	05	06	07	08	OCT 04	11	16	21	26	41	57
02	30 SEP 02	OCT 04	05	06	07	08	09	OCT 05	12	17	22	27	42	58
03	30 SEP 03	OCT 05	06	07	08	09	10	OCT 06	13	18	23	28	43	59

# CUTOFF, TRANSFER, RETIREMENT, DESTROY DATES FOR FISCAL YEAR FILES

FISCAL YEAR	COFF	YR FOR TRF TO RHA	DESTRUCTION DATES FOR					YR FOR RET TO FRC	DESTRUCTION DATES FOR					
			3 YR FILES	4 YR FILES	5 YR FILES	6 YR FILES	7 YR FILES		10 YR FILES	15 YR FILES	20 YR FILES	25 YR FILES	40 YR FILES	56 YR FILES
90	30 SEP 90	OCT 92	93	94	95	96	97	OCT 93	00	06	10	15	30	46
91	30 SEP 91	OCT 93	94	95	96	97	98	OCT 94	01	06	11	16	31	47
92	30 SEP 92	OCT 94	95	96	97	98	99	OCT 95	02	07	12	17	32	48
93	30 SEP 93	OCT 95	96	97	98	99	00	OCT 96	03	08	13	18	33	49
94	30 SEP 94	OCT 96	97	98	99	00	01	OCT 97	04	09	14	19	34	50
95	30 SEP 95	OCT 97	98	99	00	01	02	OCT 98	05	10	15	20	35	51
96	30 SEP 96	OCT 98	99	00	01	02	03	OCT 99	06	11	16	21	36	52
97	30 SEP 97	OCT 99	00	01	02	03	04	OCT 00	07	12	17	22	37	53
98	30 SEP 98	OCT 00	01	02	03	04	05	OCT 01	08	13	18	23	38	54
99	30 SEP 99	OCT 01	02	03	04	05	06	OCT 02	09	14	19	24	39	55
00	30 SEP 00	OCT 02	03	04	05	06	07	OCT 03	10	15	20	25	40	56
01	30 SEP 01	OCT 03	04	05	06	07	08	OCT 04	11	16	21	26	41	57
02	30 SEP 02	OCT 04	05	06	07	08	09	OCT 05	12	17	22	27	42	58
03	30 SEP 03	OCT 05	06	07	08	09	10	OCT 06	13	18	23	28	43	59

# TIDBITS



## RECORDS MAINTAINED IN AN OFFICE

How do you know what files to maintain in your office? Unfortunately, there are no standardized lists of what files are required to be kept by an office.

Army regulations and pamphlets and other prescribing directives normally dictate the mission recordkeeping requirements of an office. Review new and revised directives for recordkeeping requirements and use the MARKS regulation to identify the file numbers under which the records will be kept.

Most offices will have several housekeeping series files and only a few mission series files. Contact a similar office within another organization and compare notes.

**MARKS applies to all unclassified Army records, including For Official Use Only (FOUO) regardless of media and all classified Army records through SECRET. TOP SECRET records may be set up under MARKS or in any manner that will make accountability and control easier.**



# FILE FOLDER LABELS

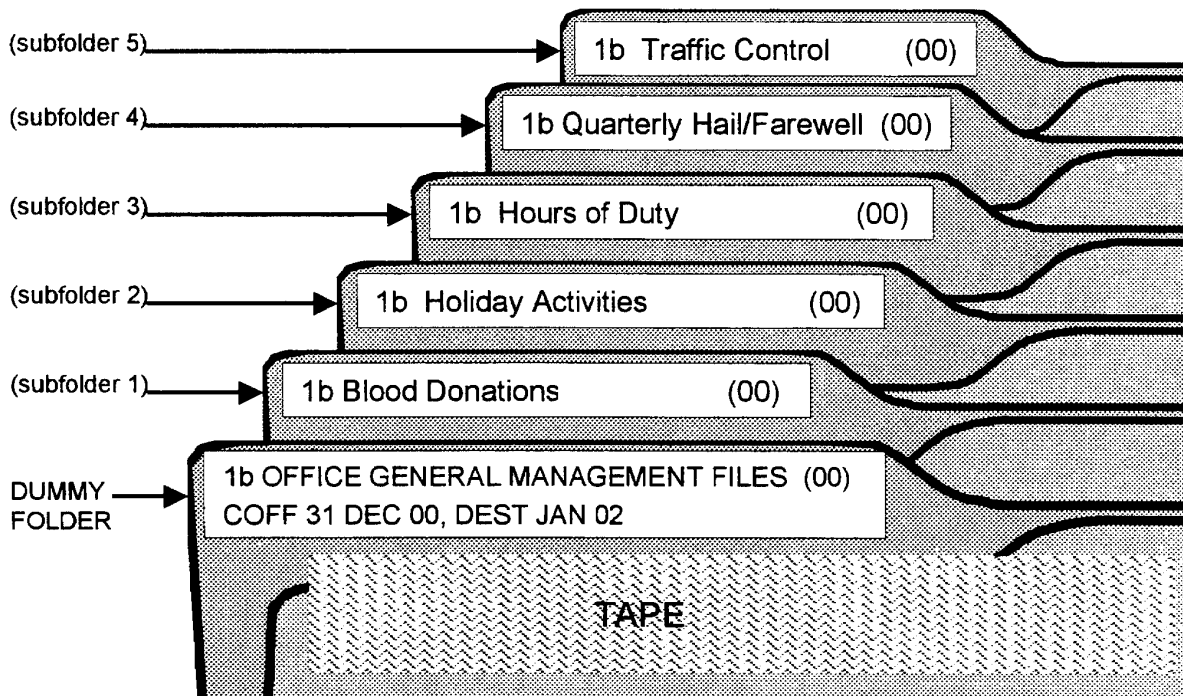
## A FILE FOLDER LABEL MUST CONTAIN THE FOLLOWING ELEMENTS:

- ✓ FILE NUMBER
- ✓ FILE TITLE
- ✓ COMPLETE DISPOSITION INSTRUCTIONS
- ✓ YEAR OF ACCUMULATION (WHEN APPLICABLE)
  - 1 The date is applicable when the disposition instructions give specific cutoff and destruction dates.
  - 1 If the disposition does not have a cutoff/destruction date, you will not need a file year on the label and the folder will stay active as long as you use that file number.
- ✓ PRIVACY ACT SYSTEMS NOTICE (WHEN APPLICABLE)

**FN:** 600-8-1j  
**Title:** Line of duty files  
**Authority:** NN-166-204  
**Privacy Act:** A0600-8-1bTAPC  
**Description:** Documents related to determining line of duty status and investigating incidents concerning individual members of the Army requiring line of duty determination. Included are statements of medical examinations and duty status, reports of investigation, line of duty and misconduct status, notifications of findings, and similar information.  
**Disposition:** Destroy after 5 years.

	FILE NUMBER	FILE TITLE	YEAR OF ACCUMULATION
PRIVACY ACT SYSTEMS NOTICE	600-8-1j	LINE OF DUTY FILES	(00)
DISPOSITION INSTRUCTIONS		PA Sys A0600-8-1bTAPC	
		COFF 31 Dec 00, Trf RHA Jan 03, Dest Jan 2006	

## “DUMMY” FOLDER



When there are several folders within one MARKS number, you may use a “dummy” folder which contains the full label entries. Tape it shut so that no documents can be filed in it.

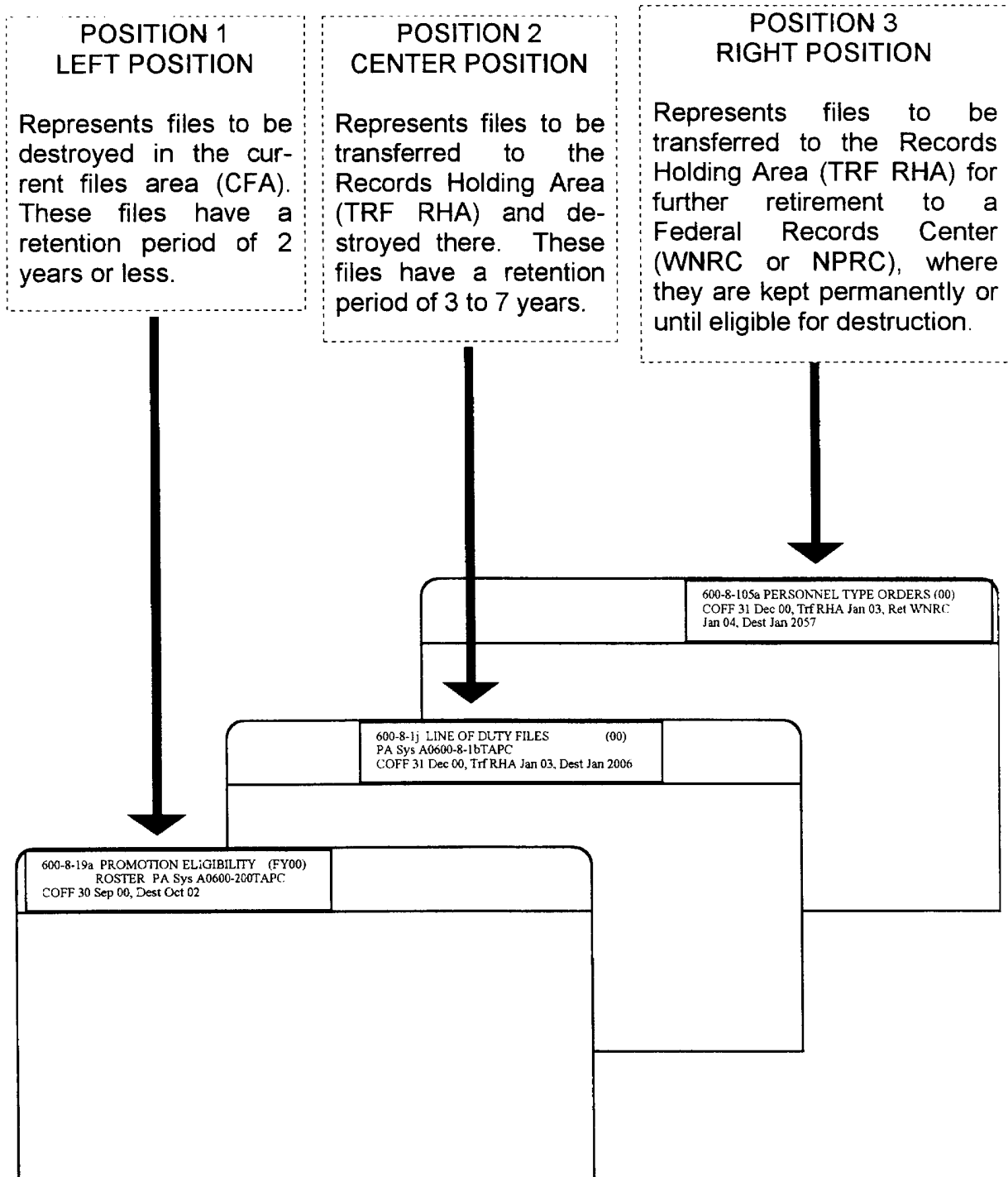
When it is convenient to do so, you may use a guide card with the full label entries in place of an actual folder.

Subsequent folder labels need only show the File Number, Title of the Folder Contents, and - where appropriate - the Year of Accumulation.

When several drawers contain subfolders under one file number, place a dummy folder in every drawer in front of the subfolders.

# FILE FOLDER LABEL POSITIONS

## (FORSCOM SUPPL 1 TO AR 25-400-2)



# **DRAWER LABELS**

(AR 25-400-2, Figure 6-4)

Sample label entry for drawer that contains two or more record series. No disposition is shown because it varies among the several record series in the drawer.

**1a**  
**THRU**  
**760-1b (00)**

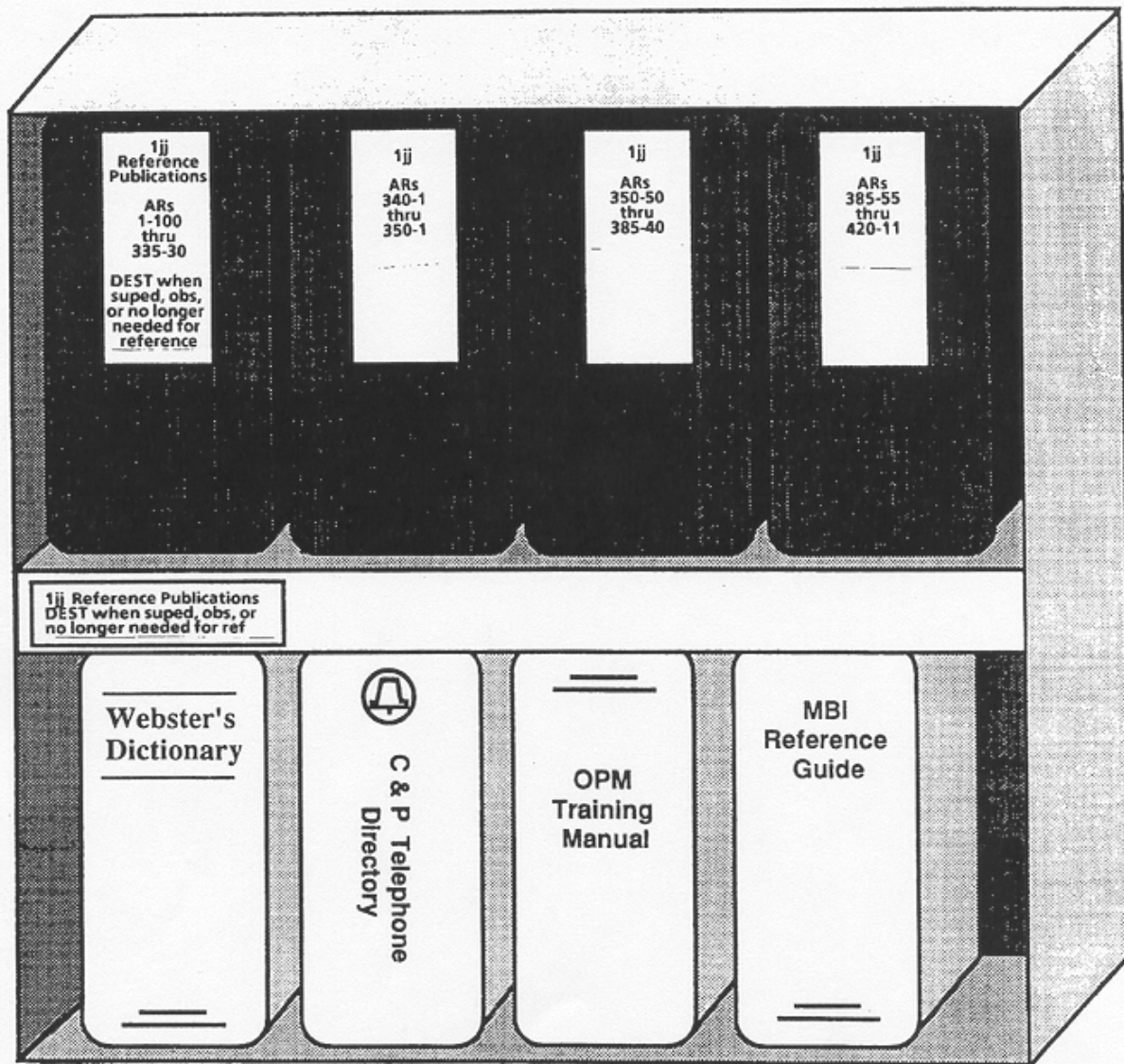
Sample label entry for drawer that contains only one record series. In this case, the drawer label is identical to the folder label.

**600-8-14d IDENTIFICATION (00)**  
**CARD REQUISITION**  
**DOCUMENTS**  
  
**COFF 31 DEC 00, Dest JAN 06**  
**in CFA**

Sample label entry for drawer that is empty or contains limited reference material or office supplies.

**RESERVED**  
  
**FOR**  
  
**EXPANSION**

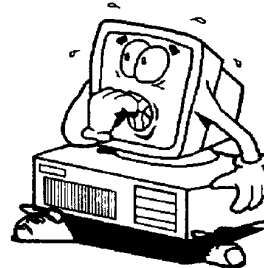
# LABELING BINDERS AND BOOKCASES



# TIDBITS

## E-MAIL RECORDS

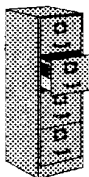
E-mail correspondence is treated the same way as paper correspondence. Some can be tossed or deleted while others are considered official records and must be filed and maintained. Like paper documents, e-mail messages that propose or evaluate policies or decisions are considered official Federal records. E-mail that fits the definition of a record should be annotated with an [R] in the subject line. Nonrecord messages do not require such identification. Once an e-mail is identified as a record, the proponent is responsible for transferring the record to paper for retention under MARKS or to an approved electronic recordkeeping system. Mail networks and word processors are not recordkeeping systems and will not contain the only copy of a record. (Reference Chapter 5, IMO Handbook.)



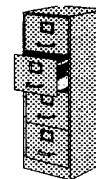
### CROSS REFERENCE

Use DA Form 1613-R (Cross-Reference) to show location of material filed elsewhere. Cross reference may be used when

- Essential to retrieve information.
- Document is related to more than one action.
- Document change from one file number to another.
- Needed to locate bulky material filed in a separate container.






**When one or more file containers have records with the same file number, posting the file number and other information to each folder label is not required. In these cases, only the label on the first folder of the series and the label on the first container must show the required label information.**



# **LIST OF SELECTED FILE NUMBERS**



## **PREPARED**

-  ON FORSCOM FORM 350-R, LIST OF SELECTED FILE NUMBERS
-  WHEN FILES ARE ESTABLISHED
-  WHEN MAJOR FILE CHANGES OCCUR

## **REQUIRED BY**

-  AR 25-400-2, PARA 5-13
-  FORSCOM SUPPLEMENT 1 TO AR 25-400-2

## **APPROVED BY**

-  DOIM RECORDS MANAGEMENT FOR CORPS AND GARRISON ACTIVITIES
-  MSC RECORDS MANAGEMENT OFFICERS FOR MSC ACTIVITIES

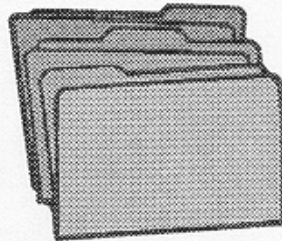
## **RETAINED UNDER HOUSEKEEPING FILE NUMBER 1a**

# FORSCOM FORM 350-R SAMPLE

LIST OF FILE NUMBERS (FORSCOM Suppl 1 to AR 25-400-2)		Page _____ of _____ Pages		DATE						
UNIT OR ORGANIZATION [OFFICE MAINTAINING RECORDS]		RECORDS CUSTODIAN (Signature) [NAME/SIGNATURE OF CUSTODIAN]		APPROVED BY RMD (Signature/Date) [III CORPS RM OR MSC RMO]						
File Number	Check One		File Title (Brief description) Use file titles as given in AR 25-400-2 or DA Pam 25-400-2 as applicable	Check One		Privacy Act System Notice	Magnetic Media	Microforms*	Transfer to RHA	
	CY	FY		Classi- fied	Un- classi- fied					
1a			<p style="text-align: center; font-weight: bold; font-size: 1.2em;">[USE FILE TITLES GIVEN IN MARKS REGULATION]</p> <p>OFFICE FILE NUMBERS</p> <p>OFFICE GENERAL MANAGEMENT</p> <p>OFFICE INSPECTIONS AND SURVEYS</p> <p>HOUSEKEEPING INSTRUCTIONS</p> <p>OFFICE ORGANIZATION FILES</p> <p>OFFICE FINANCIAL FILES</p> <p>OFFICE SERVICE AND SUPPLY FILES</p> <p>OFFICE PROPERTY RECORDS</p> <p>OFFICE SUPERVISORY OR MANAGER</p> <p>EMPLOYEE RECORDS</p> <p>REFERENCE PUBLICATIONS</p> <p>POLICIES AND PRECEDENTS</p> <p>INTERNAL CONTROL SYSTEMS</p> <p>MILITARY AWARD CASES</p> <p>PERSONNEL-TYPE ORDERS</p> <p>PERMANENT ORDER RECORD SETS</p> <p>HISTORICAL INQUIRIES</p>							
1b	X				X					
1c					X					
1e					X					
1f					X					
1o		X			X					
1p					X					
1q					X					
1aa					X					
1jj						X	OPM GOVT-1; OPM-GOVT-2			
1oo						X				
11-2a						X				
600-8-22b	X					X	A0672-5-TAPC			
600-8-105a	X					X				
600-8-105c	X					X				
870-5e	X				X					
									Waived YES YES YES	

\*If the microforms are record copies, enter the MICRODIS number assigned to the system. If the microforms are nonrecord (reference) copies, enter "x."

# TIDBITS



## WHAT ABBREVIATIONS CAN BE USED ON LABELS?

(AR 25-400-2, page 10, para 6-2c)

FOR THE **TITLE** OF A FILE LABEL, any abbreviation that will be understood by the custodian of the file may be used.

FOR THE **DISPOSITION INSTRUCTIONS**, use the abbreviations listed in the glossary of the MARKS regulation.



### YOU CAN USE

<b>CFA</b>	current files area	<b>PERM</b>	permanent
<b>COFF</b>	cutoff	<b>PIF</b>	place in an inactive file
<b>Dest</b>	destroy	<b>Ret</b>	retire
<b>Disc</b>	discontinuance	<b>RHA</b>	records holding area
<b>NLN</b>	no longer needed	<b>Trf</b>	transfer
	<b>NPRC</b>		National Personnel Records Center
	<b>WNRC</b>		Washington National Records Center

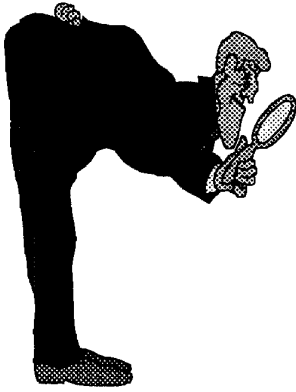


<b>NOT IN THE GLOSSARY:</b>	<b>ss</b>	superseded
	<b>obs</b>	obsolete



If the prescribing directive, or regulation, changes numbers, the related file number still remains unchanged until the **MARKS** regulation is updated.

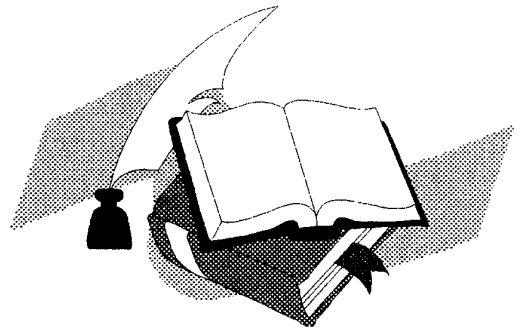
## INSPECTIONS/CLASSES



DOIM participates in the III Corps Command Inspections of major subordinate commands. Call 287-5630 for more information.

Records Management Key Inspection Areas are listed on the next page.

*Monthly Records Management Classes are sponsored through the G3 Education Services Division. Call 532-1505 for more information.*



RECORDS MANAGEMENT KEY INSPECTION AREAS			
UNIT/ACTIVITY:			
	Yes	No	N/A
<b>RECORDS MANAGEMENT:</b>			
1. Are appointment orders on file for:			
a. Records Management Coordinator/Officer? (AR 25-1, para 8-1g(2))			
b. FOIA/PA Coordinator? (AR 340-21, para 1-9)			
c. Copier Key Operator? (AR 25-30, para 1-20e)			
d. Forms Management Coordinator/Officer? (AR 25-30, para 1-20d)			
2. Are internal surveys conducted to ensure supervision and management of activities' Records Management Programs? (AR 25-1, para 8-1g(2)(c))			
<b>FILES MANAGEMENT:</b>			
3. Is FORSCOM Form 350-R (List of File Numbers): (FORSCOM Suppl 1 to AR 25-400-2)			
a. Signed by custodian?			
b. Approved by Records Manager or designated representative?			
c. Retained by both the custodian and the approving official?			
4. Are folders/containers labeled with required data? (AR 25-400-2, para 6-2)			
5. Are records with a 3-year or greater retention period transferred to the Records Holding Area or has a waiver been obtained in lieu of transfer? (AR 25-400-2, table 7-1 and chapter 9)			
<b>FOIA/PA MANAGEMENT:</b> (AR 340-21, para 3-1; FH Reg 25-2, chapter 1)			
6. Is written consent of an individual obtained on FHT Form 340-X1 part 1 (Privacy Act Statement) or similar document before disclosure of personal information (i.e., home addresses/phone numbers on alert rosters).			
<b>OFFICE COPIER MANAGEMENT:</b>			
7. Are copiers being monitored to ensure no more than 24 copies are being reproduced from one original? (DA Form 4575-R, Copy Machine Production Log, may be used.) (AR 25-30, para 11-47b)			
8. Is FORSCOM Poster 93-R posted when reproduction of classified materials is not authorized on office copier? (FORSCOM Suppl 1 to AR 380-5)			
<b>FORMS MANAGEMENT:</b> (AR 25-30, para 3-4 and 3-5)			
9. Are records of forms control actions maintained on DA Form 4815-R, Forms Control Register?			
10. Are annual reviews conducted to ensure forms are essential and current?			

# **QUICK REFERENCE GUIDE TO HOUSEKEEPING FILES**

(PRIVACY ACT SYSTEM NOTICES LISTED IN PARENTHESES)

(AR 25-400-2, Table B-1)

- 1a..... Office File Numbers
- 1b..... Office General Management
- 1c..... Office Inspections and Surveys
- 1d..... Duty Reports
- 1e..... Housekeeping Instructions
- 1f..... Office Organization Files
- 1g..... Office Record Transmittals
- 1h..... Information Access Files (**A0389-67DAMI**)
- 1i..... Office Classified Document Receipts
- 1j..... Office Classified Document Register of Controls
- 1k..... Office Temporary Internal Receipts
- 1m..... Office Nonregistered Classified Document Destruction Certificates
- 1n..... Office Mail Controls
- 1o..... Office Financial Files
- 1p..... Office Service and Supply Files
- 1q..... Office Property Records
- 1r..... Office Classified Material Inventories (**A0001DAMI**)
- 1s..... Office Security Classification Regrading Files
- 1t..... Office Space Assignments
- 1u..... Office Privacy Disclosure Accounts (**A0340-21AIS**)
- 1v..... Access Controls
- 1w..... Office General Personnel Files (**A0001SAIS**)
- ~~1x..... Office Civilian Personnel Time & Attendance Files - use 37-105d~~
- 1y..... Office Personnel Registers (**A0001TAPC**)
- 1z..... Office Personnel Locator (**A0001DAPE**)
- 1aa..... Office Supervisory or Manager Employee Records (**OPM GOVT-1; OPM GOVT-2**)
- 1bb..... Office Job Descriptions
- 1cc..... Office Separations for Military Service (**OPM GOVT-1**)
- 1dd..... Office Pending Requests
- 1ee..... Duty Rosters (**A0001bTAPC; OPM GOVT-1**)
- 1ff..... Office Standards of Conduct Files (**A0001bTAPC; OPM GOVT-1**)
- 1gg..... Office Security Awareness
- 1hh..... Office Temporary Duty Travel (**A0037-107bSAFM**)
- 1ii..... Office Military Personnel Files (**A0001bTAPC**)
- 1jj..... Reference Publications
- 1kk..... Technical Material References
- 1mm..... Reading Files
- 1nn..... Office Message References
- 1oo..... Policies and Precedents

# QUICK REFERENCE GUIDE TO FUNCTIONS OR MISSION FILES

Series No.	Short Title	Series No.	Short Title
1	<b>HOUSEKEEPING FILES</b>	381	Military Intelligence
1	Administration	385	Safety
5	Management	405	Real Estate
10	Organization and Functions	415	Construction
11	Army Programs	420	Facilities Engineering
12	Security Assistance	500	Emergency. Employ. of Army/Other Resources
15	Boards, Commissions, and Committees	525	Military Operations
18	Army Automation	530	Operations and Signal Security
20	Assist/Inspections/Invest/Follow-up	550	Foreign Countries and Nationals
25	Information Management	570	Manpower and Equipment Control
27	Legal Services	600	Personnel - General
30	Food Program	601	Personnel Procurement
32	Clothing and Textile Material	602	Man Materiel Systems
34	Standardization	604	Pers Security Clearance (resc-see 380 or 1h series)
36	Audit	608	Personal Affairs
37	Financial Administration	611	Personnel Selection and Classification
40	Medical Services	612	Personnel Processing
50	Nuclear/Chemical Weapons and Materiel	614	Assignments, Details, and Transfers
55	Transportation and Travel	621	Education
56	Surface Transportation	623	Personnel Evaluation
58	Motor Transportation	624	Promotions (moved - see 600 and 600-8-29 series)
59	Air Transportation	630	Personnel Absences
60	Exchange Service	633	Apprehension & Confinement (resc-see 190 series)
65	Postal Service (resc-see 600 series)	635	Personnel Separations
66	Courier Service	638	Deceased Personnel
70	Research, Development, and Acquisition	640	Pers Records & ID of Indiv (resc-see 600 series)
71	Force Development	672	Decorations, Awards, and Honors
75	Explosives	680	Personnel Information Systems
95	Aviation	690	Civilian Personnel
105	Communications-Electronics	700	Logistics
108	Audiovisual Services (resc-see 25 series)	702	Product Assurance
115	Climatic/Hydrological/Topographic	703	Petroleum Management
117	COE Topography/Geodesy	708	Cataloging of Supplies and Equipment
135	Army National Guard and Army Reserve	710	Inventory Management
140	U.S. Army Reserve	715	Procurement
145	Reserve Officers Training Corps	725	Requisition/Issue Supplies/Equipment
165	Religious Activities	735	Property Accountability
190	Military Police	738	Maintenance Management
195	Criminal Investigation	740	Storage and Supply Activities
200	Environmental Quality	746	Marking/Packing/Shipment of Supplies/Equipment
210	Installations	750	Maintenance of Supplies/Equipment
215	Morale, Welfare, and Recreation	755	Utilization/Disposal of Supplies/Equipment
220	Field Organizations	795	International Logistics (resc-see 12 series)
230	NAF & Related Activities (resc-see 215 series)	840	Heraldic Activities
290	Cemeteries	870	Historical Activities
310	Military Publications	920	Civilian Marksmanship
325	Statistics	930	Service Organizations
335	Management Information Control	1105	COE Planning
340	Office Management	1110	COE Engineering and Design
350	Training	1125	COE Plant
351	Schools	1130	COE Project Operations
352	Dependent's Education	1145	COE Regulatory Functions
360	Army Information	1165	COE Water Resource Policies and Authority
380	Security	1180	COE Contracts

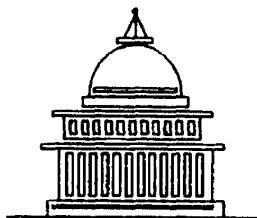
**PRIVACY ACT**

**FREEDOM OF  
INFORMATION ACT**

# **PRIVACY ACT**

## **PA**

- ***WHAT IS PA?***
  - LAW ESTABLISHED TO PROTECT PERSONAL PRIVACY
  - ANY INDIVIDUAL CAN ACCESS INFO ABOUT THEMSELVES FROM A SYSTEM OF RECORDS
  - ACCESS MAY BE DENIED IF A RECORD IS IN A SYSTEM OF RECORDS WHICH HAS BEEN EXEMPTED FROM THE ACCESS PROVISIONS
  - ENFORCEABLE IN COURT
- ***WHEN DID PA BECOME LAW?***
  - ORIGINALLY PASSED IN 1974
  - BECAME EFFECTIVE IN SEP 1975
  - AMENDED SEVERAL TIMES SINCE
- ***HOW IS THE PA INVOKED?***
  - ORAL OR
  - WRITTEN REQUEST
- ***WHAT ARE FORT HOOD'S RESPONSIBILITIES?***
  - PA OFFICIAL - RECORDS MANAGER, DOIM
  - CUSTODIANS OF SYSTEMS OF RECORDS, IN CONJUNCTION WITH THE PA OFFICIAL, RELEASE TO THE INDIVIDUAL OR RECOMMENDS DENIAL TO THE APPROPRIATE ACCESS AND AMENDMENT REFUSAL AUTHORITY (AARA)
  - COORDINATES CLOSELY WITH SJA



## HANDOUT - PRIVACY ACT

1. The policies and procedures for the Privacy Act are contained in AR 340-21, 5 Jul 85, and FORSCOM Suppl 1, 30 Dec 85.
2. The Systems Notices (descriptions of Privacy Act files) are in DA Pam 25-51, 1 Oct 88.
3. A helpful reference is DA Pam 340-6, Defense Privacy Board Decision Memoranda, 1 Mar 83.
4. A Privacy Act "system of records" is defined by AR 340-21 as: A group of records from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.
5. When information is collected direct from an individual, a Privacy Act Statement must be made available to explain why the information is needed, how it will be used, whether it is mandatory or voluntary, and what the results will be if it is not furnished. Most Privacy Act statements are on the form used to gather the information; some of them are on separate sheets.
6. Some information, such as date of rank, may be disclosed without invading privacy. See para 3-3a, AR 340-21 and FORSCOM Poster 113-R.
7. Except as otherwise provided by law, the Privacy Act requires Federal agencies to permit an individual to gain access to information pertaining to themselves in Army records, to have a copy made of all or any portion thereof, and to correct or amend such records (para 1-5, AR 340-21).
8. The criminal penalty for an Army member who willfully discloses individually identifiable information to a person not entitled to receive it may be guilty of a misdemeanor and fined not more than \$5,000 (para 4-9b).
9. There are some exemptions to requirements of the Privacy Act. They are discussed in Chapter 5, AR 25-55, The Department of the Army Freedom of Information Act Program.
10. A Privacy Act file will be stored and handled, at a minimum, as if it were "For Official Use Only." (See Chapter IV, AR 25-55 for information on marking, handling, storing, and destroying "For Official Use Only" material.)

<b>PRIVACY ACT STATEMENT</b> (AR 340-21 & DA PAM 25-51)																					
<b>PERSONNEL PARTICIPATION AND SOCIAL ROSTERS (VOLUNTARY)</b>																					
<b>AUTHORITY:</b> TITLE 10 UNITED STATES CODE, SECTION 3012.																					
<b>PRINCIPAL PURPOSE(S):</b> TO PROVIDE COMMANDERS AND SUPERVISORS WITH LOCATOR INFORMATION AND EMERGENCY NOTIFICATION DATA PERTAINING TO PRESENT AND FORMER MILITARY MEMBERS OR CIVILIAN EMPLOYEES AND IN SOME INSTANCES THEIR DEPENDENTS.																					
<b>ROUTINE USES:</b> 1. USED TO IDENTIFY INDIVIDUALS WORKING IN SPECIFIC FUNCTIONAL AREAS OR PARTICIPATING IN RECREATIONAL ACTIVITIES. 2. TO RECORD ATTENDANCE AND SCHEDULE TRAINING. 3. TO ADDRESS AND ROUTE MAIL. 4. TO DIRECT VISITORS TO THE ORGANIZATION. 5. TO NOTIFY PERSONNEL AND DEPENDENTS OF AWARDS, CEREMONIES, AND OTHER EVENTS. 6. USED TO ANSWER INQUIRIES FROM OTHER AGENCIES OF FEDERAL, STATE, AND LOCAL GOVERNMENT AND FROM THE GENERAL PUBLIC WHEN INFORMATION REQUESTED IS RELEASABLE UNDER THE FREEDOM OF INFORMATION ACT (AR 25-55) OR WHEN THE INDIVIDUAL HAS GIVEN PRIOR CONSENT FOR RELEASE OF PERSONAL DATA.																					
<b>MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:</b> DISCLOSURE OF INFORMATION IS VOLUNTARY. FAILURE TO DISCLOSE MAY DENY BENEFITS OF PARTICIPATION IN ACTIVITIES; MAY CAUSE INDIVIDUAL NOT TO RECEIVE CREDIT FOR TRAINING; RESULT IN CONFUSION AND DELAY IN FINANCIAL TRANSACTIONS; HINDER LOCATOR OR NOTIFICATION ACTION AS WARRANTED BY THE SITUATION.																					
<b>[ ] SECTION A - INDIVIDUAL INFORMATION (AS NEEDED)</b>																					
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<b>[ ] SECTION B - GROUP SIGNATURES (INFORMATION ALREADY AVAILABLE)</b>																					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <b>I CONSENT</b>  <b>TO HAVE REQUESTED INFORMATION LISTED</b> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <b>I DO NOT CONSENT</b>  <b>TO HAVE REQUESTED INFORMATION LISTED</b> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>SIGNATURE OF INDIVIDUAL</u></td> <td style="width: 50%;"><u>DATE</u></td> </tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> </table> </td> <td style="text-align: center; vertical-align: top;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>SIGNATURE OF INDIVIDUAL</u></td> <td style="width: 50%;"><u>DATE</u></td> </tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> </table> </td> </tr> </table>		<b>I CONSENT</b> <b>TO HAVE REQUESTED INFORMATION LISTED</b>	<b>I DO NOT CONSENT</b> <b>TO HAVE REQUESTED INFORMATION LISTED</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>SIGNATURE OF INDIVIDUAL</u></td> <td style="width: 50%;"><u>DATE</u></td> </tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> </table>	<u>SIGNATURE OF INDIVIDUAL</u>	<u>DATE</u>	<input style="width: 90%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 20%;" type="text"/>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>SIGNATURE OF INDIVIDUAL</u></td> <td style="width: 50%;"><u>DATE</u></td> </tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> <tr><td><input style="width: 90%;" type="text"/></td><td><input style="width: 20%;" type="text"/></td></tr> </table>	<u>SIGNATURE OF INDIVIDUAL</u>	<u>DATE</u>	<input style="width: 90%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 20%;" type="text"/>
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<small>CONTINUED ON REVERSE</small>																					

**PERSONAL INFORMATION STATEMENT / CONSENT**  
(PLEASE READ PRIVACY ACT STATEMENT BEFORE SIGNING THIS FORM)

**[ ] SECTION B CONTINUED - GROUP SIGNATURES (INFORMATION ALREADY AVAILABLE)**

[illegible]

### Privacy Act Statements for Rosters

#### **1. Organization and Office Rosters.**

In accordance with Title 5, USC, Section 552a (Privacy Act of 1974) as implemented by AR 340-21, The Army Privacy Program, protected personal information will not be disclosed from this roster to any commercial enterprise or representative thereof or to any individual outside the Department of Defense. This roster will be safeguarded IAW paragraph 4-4, AR 340-21. When updated, obsolete copies will be destroyed as required by paragraph 4-501, AR 25-55, The Department of the Army Freedom of Information Act Program.

Or

In accordance with Title 5, USC, Section 552a, (Privacy Act of 1974) as implemented by AR 340-21, The Army Privacy Program, protected personal information will not be disclosed from this roster to any individual outside the Department of Defense except to (Specify the exception(s), e.g., Officers' Wives Club, Non-commissioned Officers' Wives Club, and/or the III Corps Social Roster, as appropriate. As to the preceding, excepted individuals and organizations, consent to disclosure is expressly given by personnel listed below. This roster will be safeguarded IAW paragraph 4-4, AR 340-21. When updated, obsolete copies will be destroyed as required by paragraph 4-501, AR 25-55, The Department of the Army Freedom of Information Act Program.

#### **2. Alert Rosters.**

In accordance with Title 5, USC, Section 552a (Privacy Act of 1974) as implemented by AR 340-21, The Army Privacy Program, protected personal information (home addresses and home telephone numbers) will not be disclosed from this roster to anyone outside the Department of Defense. This Alert Roster will be kept in a secure place at all times. When an updated copy is prepared, the obsolete copy will be destroyed as required by paragraph 4-501, AR 25-55, The Department of the Army Freedom of Information Act Program.

**AT FORT HOOD, DOCUMENTS CONTAINING PRIVACY ACT DATA CAN BE RECYCLED.  
THE CONTRACT FOR PAPER RECYCLE STATES:**

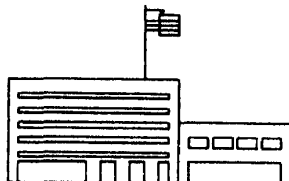
**"THE PAPER RECORDS OR DOCUMENTS ARE OFFERED FOR SALE AS WASTE PAPER. THEREFORE, THE PURCHASER REPRESENTS, WARRANTS, AND CERTIFIES TO THE UNITED STATES GOVERNMENT THAT THE ABOVE REFERENCED ITEMS WILL NOT BE USED, OFFERED FOR SALE, OR SOLD FOR THE USE AS RECORDS OR DOCUMENTS."**

**AND "THE PURCHASER UNDERSTANDS AND AGREES THAT PROPERTY PURCHASED UNDER THIS CONTRACT MAY CONTAIN RECORDS PREVIOUSLY MAINTAINED AS A SYSTEM OF RECORDS SUBJECT TO THE PRIVACY ACT, 5 USC 552a. THE PURCHASER, BY EXECUTING THIS CONTRACT, UNDERSTANDS AND AGREES THAT HE IS SUBJECT TO THE PROVISIONS OF THE PRIVACY ACT AND SHALL EXERCISE ALL CARE NECESSARY TO ENSURE COMPLIANCE WITH ITS PROVISIONS WITH RESPECT TO THE HANDLING AND DISPOSAL OF PROTECTED INFORMATION."**

# **FREEDOM OF INFORMATION**

## **FOIA**

- ***WHAT IS FOIA?***
  - OPEN RECORDS LAW
  - ANY ONE CAN ACCESS ALL AGENCY RECORDS
  - ENFORCEABLE IN COURT
  - NINE EXEMPTIONS
- ***WHEN DID FOIA BECOME LAW?***
  - ORIGINALLY PASSED IN 1966
  - BECAME EFFECTIVE IN 1967
  - AMENDED SEVERAL TIMES SINCE
- ***HOW IS FOIA INVOKED?***
  - REQUEST MUST BE IN WRITING
  - MUST REASONABLY DESCRIBE THE RECORDS
  - MUST STATE OR IMPLY FOIA IS BEING INVOKED
- ***WHAT ARE FORT HOOD'S RESPONSIBILITIES?***
  - FOIA OFFICIAL - RECORDS MANAGER, DOIM
  - ASSIGNS ACTIONS TO APPROPRIATE AGENCY
  - MUST RESPOND W/IN 10 DAYS TO REQUESTER
  - COLLECTS DATA FROM FH ACTIVITY AND RELEASES OR FORWARDS TO IDA
  - COORDINATES CLOSELY WITH SJA



## Handout - FREEDOM ON INFORMATION ACT

1. The policies and procedures for the Freedom of Information Act are in AR 25-55, The Department of the Army Freedom of Information Act Program, 10 Jan 90, with Interim Change I01, 30 Sep 91, and FORSCOM Suppl 1, 15 Sep 90.
2. AR 25-55 governs written requests that invoke the FOIA from sources outside DOD.
3. The emphasis is on release of information, not on withholding it (see para 1-300). Information may be released locally, if appropriate; denial of release must come from the applicable Initial Denial Authority at higher headquarters.
4. Some information may be exempt from mandatory release. The nine exemptions are listed in para 3-200.
5. The requester may be asked to pay for information requested under FOIA for time spent searching and for cost of copying or computer time. Chapter IV discusses fees.
6. Cost of processing FOIA requests must be tracked. If you supply information to answer a FOIA request, you will be asked to report the time spent so that this may be costed and reported.
7. FOIA requests are handled through S1/G1 channels. There is a FOIA Point of Contact in the S1/G1 Office in the major subordinate commands. The FOIA Official for the installation is in the Directorate of Information Management, Administrative Services Division, bldg 1001. Any FOIA requests received directly by any offices should be hand carried to the FOIA Official immediately.
8. FOIA requests require prompt action (10 days). See para 1-503.
9. Release of information under FOIA must be balanced with OPSEC considerations. The desk top guide (DA Form 4948-R) outlines policies and procedures.

# Relationship Between The Freedom of Information Act (FOIA) and The Privacy Act (PA)

## FOIA

## PA

### • Who may use?

U. S. CITIZENS, PERMANENT RESIDENT ALIENS, FOREIGN NATIONS, CORPORATIONS, UNINCORPORATED ASSOCIATIONS, UNIVERSITIES, AND STATE AND LOCAL GOVERNMENTS.

U. S. CITIZENS AND ALIENS ADMITTED FOR PERMANENT RESIDENCE.

### • What rights are available?

MERELY ENABLES A PERSON TO OBTAIN ACCESS TO AN AGENCY'S RECORDS.

IN ADDITION TO ACCESS RIGHTS, ESTABLISHES THE RIGHT TO CORRECT, AMEND OR EXPUNGE RECORDS ABOUT AN INDIVIDUAL.

### • What records are available?

ALL AGENCY RECORDS NOT EXEMPT FROM DISCLOSURE UNDER ONE OF THE NINE AUTHORIZED EXEMPTIONS.

ONLY RECORDS THAT ARE RETRIEVED BY THE INDIVIDUAL'S PERSONAL IDENTIFIER AND NOT EXEMPTED FROM ACCESS.

### • What are the time limits?

AGENCY MUST RESPOND WITHIN 10 WORKING DAYS OR WITHIN 20 WORKING DAYS FOR SUBSTANTIVE RESPONSES. APPEALS OF ADVERSE DETERMINATIONS BY INITIAL DENIAL AUTHORITIES MUST BE WITHIN 60 CALENDAR DAYS OF INITIAL DENIAL LETTER.

AGENCY MUST RESPOND WITHIN 10 DAYS. RELEASABLE RECORDS WILL BE PROVIDED WITHIN 30 WORKING DAYS. REVIEWS OF DENIAL DETERMINATIONS BY THE ACCESS & AMENDMENT REFUSAL AUTHORITY MUST BE WITHIN 60 CALENDAR DAYS.

### • What fees may be charged?

PERMITS CHARGES FOR SEARCH, REVIEW, AND REPRODUCTION.

PERMITS CHARGES FOR REPRODUCTION ONLY.

# COPIER REQUESTS



# **WARNING REPRODUCTION OF CLASSIFIED MATERIAL WITH THIS EQUIPMENT IS PROHIBITED**

**FORSCOM POSTER 93-R  
1 MAR 80**

**REPLACES FORSCOM-P-93, 1 APR 75, WHICH IS OBSOLETE**

**FORSCOM SUPPL 1 TO AR 380-5**

**FNCL**

COPY MACHINE PRODUCTION LOG		EQUIPMENT DESCRIPTION <i>(Name and Model)</i>	MONTH AND YEAR
For use of this form, see AR 25-30; the proponent agency is ODISC4			
APPROVAL/CONTROL NUMBER	MANUFACTURER'S SERIAL NO.	OFFICE SYMBOL, BLDG & RM NO.	

EQUIPMENT DESCRIPTION (Name and Model)	QTY	UNIT PRICE	TOTAL PRICE	TOTAL AMOUNT
1. <u>Handwritten:</u> 1000	1000	1000	1000	1000
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24. <u>Handwritten:</u> 1000	1000	1000	1000	1000

MONTH AND YEAR

APPROVAL/CONTROL NUMBER

MANUFACTURER'S SERIAL NO.

OFFICE SYMBOL, BLDG &amp; RM NO.

[illegible]**TOTAL**

Post near your copy machine

# HOW TO PREVENT COPIER BREAKDOWNS

## Tips on Efficient Use of Xerographic Copiers and Paper

- BE SURE COPY MACHINE IS FULLY SERVICED AT ALL TIMES.
- BE SURE TO CONDITION PAPER IN CARTONS TO ROOM ENVIRONMENT. If the temperature of the storage area is different from the work area, allow at least 4 hours per carton for conditioning.
- BE SURE THAT PAPER IS FACING IN THE CORRECT DIRECTION WHEN BEING LOADED. (Follow direction of arrow on ream label.)
- KEEP PAPER IN CLOSED WRAPPER UNTIL READY TO USE.
- REMOVE PAPER FROM COPIER BEFORE WEEKENDS AND REWRAP.
- ALLOW THE COPIER TO COOL OFF AFTER LONG PRINT RUNS, ESPECIALLY AFTER TWO-SIDED PRINTING JOBS.
- ADD NEW TONER AS SOON AS MACHINE INDICATES NEED.
- CLEAN MACHINE PARTS WHERE POSSIBLE.
- IN CASE OF PAPER JAMS, UNLESS PAPER IS READILY REMOVABLE, CALL SERVICE PERSONNEL IMMEDIATELY.

PHONE NUMBERS: KEY OPERATOR \_\_\_\_\_

REPAIR PERSON \_\_\_\_\_

- ALL PERSONNEL USING THIS MACHINE SHOULD BE FAMILIAR WITH, AND HAVE ACCESS TO, THE MANUFACTURER'S INSTRUCTIONS.

It is up to us to use recycled-content materials whenever possible.



GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE

# COPIER COST REDUCTION MEASURES





**DEPARTMENT OF THE ARMY**  
HEADQUARTERS III CORPS AND FORT HOOD  
FORT HOOD, TEXAS 76544

REPLY TO  
ATTENTION OF

AFZF-IM-ISD-SB (25)

19 AUG 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY 98 Office Copier Plan

1. Purpose. To implement the FY 98 Plan for the III Corps and Fort Hood Office Copier Plan. The Office Copier Plan for FY 98 is funded at the FY 97 level with no dollars for growth.
  2. Applicability. This plan applies to units and organizations affected by copier ceilings under the Cost Per Copy Contract.
  3. Responsibilities.
    - a. Director of Information Management (DOIM) will:
      - (1) Serve as the proponent for the III Corps and Fort Hood Office Copier Program.
      - (2) Develop policy and procedures for the procurement, issue, and use of copiers.
      - (3) Accomplish contract officer representative functions for the copier contract.
      - (4) Provide quarterly expenditure/usage reports to commanders and staff principles via the installation local area network.
      - (5) Enforce statutory and regulatory requirements related to office copiers.
      - (6) Recover office copier costs and units and activities that exceed authorized funding levels.
      - (7) Provide assistance to commanders and staff principles on ways to reduce office copier costs.
    - b. Commanders and Staff Principles will:
      - (1) Monitor use of copiers to ensure copy usage remains within funds allocated.
- Approved ceilings for FY 98 are listed at Enclosure 1. Copier costs are assessed on cost-per-copy per volume band assigned.

(2) Transfer funds to DOIM to cover costs that exceed the approved ceiling.

(3) Assign a key operator for each office copier. Key operators can perform their duties best when their work station is located near the copier.

(4) Ensure copiers are not relocated from initial delivery points without approval from the DOIM.

(5) Implement actions to stay within allocated funding.

(6) Prevent unauthorized use of copiers. Locate office copiers in rooms that are locked at night and on weekends.

(7) Use electronic mail, whenever possible, to disseminate information.

c. Key operators will:

(1) Maintain a DA Form 4575-R, Copy Machine Production Log, near each copier. Review log regularly to assure copies reproduced are for official use and not to exceed 25 copies per original (the amount authorized for copier reproduction).

(2) Redirect requirements for quantities exceeding 25 copies to the duplicating or printing facility.

(3) Prohibit copying publications and blank forms available through publication supply channels.

(4) Ensure classified documents are copied according to procedures in AR 380-5, Department of the Army Information Security Program, and the ACoFS G2 Security Managers' Handbook.

(5) Pitney Bowes is the Office Copier Contractor for Fort Hood, and the contractor's telephone number to report maintenance and supply requirements for copiers is 1-800-522-0020.

(6) Retain creditable copies for a minimum of 30 days. Creditable copies are illegible copies that result from copier malfunctions or copies generated during authorized maintenance.

AFZF-IM-ISD-SB

SUBJECT: FY 98 Office Copier Plan

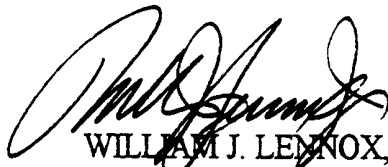
Key operators must show the contractor technician the creditable copies before the contractor will give the unit or organization credit for the copies.

(7) Validate meter readings and number of creditable copies with the contractor technician every 30 days. Dispose of the creditable copies after completion of the verification process.

(8) Place FORSCOM Poster 93-R (Warning - Reproduction of Classified Material With This Equipment is Prohibited) near the copier. FORSCOM Poster 93-R is available at the Installation Publications Stockroom, building 4254, located at the corner of South 79th Street and Warehouse Avenue.

FOR THE COMMANDER:

Encl



WILLIAM J. LENNOX, JR.  
Brigadier General, USA  
Chief of Staff

DISTRUBUTION:

ACofS, G1

G2

G3

G4

G5

G6

RM

Adjutant General

Chaplain

Chemical

Comd Audit

Engineer

Inspector General

Provost Marshal

Public Affairs Officer

Secretary of the General Staff

AFZF-IM-ISD-SB  
SUBJECT: FY 98 Office Copier Plan

Staff Judge Advocate  
Surgeon

Dir,  
Contracting  
Community Activities  
Logistics  
Community Activities

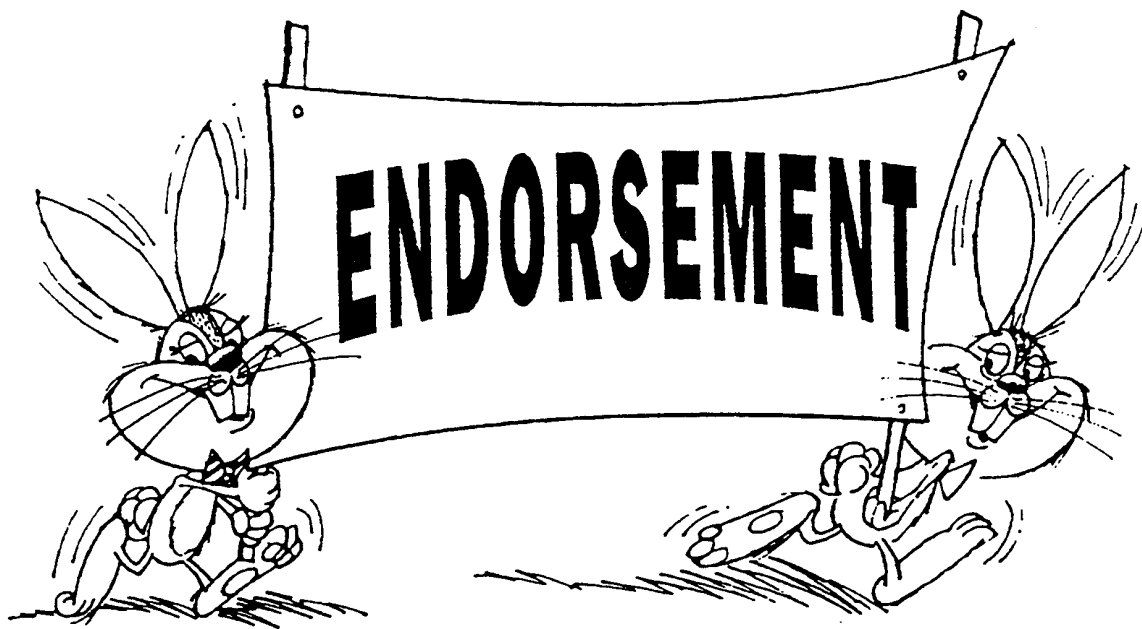
CPAC  
Equal Employment Opportunity Officer  
Garrison Chaplain  
Installation Aviation Officer  
Internal Audit

Cdr,  
1st Cav Div  
3d Pers Gp  
3d Sig Bde  
4th Inf Div  
13th COSCOM  
13th Fin Gp  
89th MP Bde  
504th MI Bde  
21st Cav Bde (AC)  
Headquarters Command

FY 98 - OFFICE COPIER PLAN  
III CORPS AND FORT HOOD ORGANIZATIONS

ORGANIZATIONS	FY 98 ALLOWABLE COST	FY 98 QUARTERLY AUTHORIZED COST	FY 98 MONTHLY AUTHORIZED COST
ACofS, G1	\$1,113.00	\$278.00	\$92.00
ACofS, G2	5,707.00	1,426.00	475.00
ACofS, G3	20,944.00	5,236.00	1,745.00
ACofS, G4	1,536.00	384.00	128.00
ACofS, G5	541.00	135.00	45.00
ACofS, G6	1,286.00	322.00	107.00
ACofS, RM	1,514.00	379.00	126.00
CORPS AG	38,065.00	9,516.00	3,172.00
CORPS CHAPLAIN	492.00	123.00	41.00
CORPS CHEMICAL	814.00	203.00	67.00
CORPS ENGINEER	280.00	70.00	23.00
CORPS IG	561.00	140.00	47.00
CORPS SURGEON	640.00	160.00	53.00
CPAC	4,199.00	1,050.00	350.00
DCA	15,156.00	3,789.00	1,263.00
DOC	3,591.00	898.00	299.00
DOL	26,037.00	6,509.00	2,170.00
DPW	11,726.00	2,932.00	977.00
DRM	1,514.00	379.00	126.00
EEOO	960.00	240.00	80.00
GARRISON CHAPLAIN	2,678.00	670.00	223.00
INST AVN OFFICE	3,196.00	799.00	266.00
INTERNAL AUDIT	228.00	57.00	19.00
NCO ACADEMY	2,297.00	574.00	191.00
PMO	10,308.00	2,577.00	859.00
PAO	1,238.00	309.00	103.00
SGS	4,244.00	1,061.00	354.00
SJA	5,131.00	1,283.00	428.00
1ST CAV DIV	134,703.00	33,676.00	11,241.00
3D PERS GRP	26,609.00	6,652.00	2,217.00
3D SIG BDE	19,507.00	4,877.00	1,626.00
4TH INF DIV	99,210.00	24,802.00	8,267.00
13TH COSCOM	59,729.00	14,932.00	4,977.00
13TH FIN GP	8,993.00	2,248.00	749.00
89TH MP BDE	6,376.00	1,594.00	531.00
504TH MI BDE	16,368.00	4,092.00	1,364.00
CATB	8,575.00	2,144.00	715.00
HQ COMMAND	5,360.00	1,340.00	447.00
WALK-UP COPIERS	<u>48,720.00</u>	<u>12,180.00</u>	<u>4,060.00</u>
TOTAL:	\$598,632.00	\$149,657.00	\$49,897.00

# COPIER APPROVALS



**THIS ENDORSEMENT (BLUE HAND OUT)  
WILL CONTAIN:**

- . APPROVAL NUMBER**
- . PROJECTED MONTHLY VOLUME**
- . MONTHLY COST**
- . MAINTENANCE & SUPPLY PROCEDURES**
- . CREDITABLE COPIES**
- . RELOCATIONS PROCEDURES**
- . BLANK FORMS**
- . PUBLICATIONS**
- . COPIER TRAINING**
- . POC'S FOR ADDITIONAL INFORMATION**

SHOULD BE SUBMITTED ACCORDING  
TO AR 25-30 PAGE 95.  
(YELLOW HANDOUT)

BACKGROUND  
OBJECTIVE  
EQUIPMENT REQUESTED  
TYPES OF MATERIAL TO BE COPIED  
OTHER INFORMATION

HANDOUT EXPLAINS EACH OF THESE ITEMS

AFZF-IM-AR (AFZF-CA-FSD-ACS/12 Jun 95) (25-30zz) 1st End  
Mr. Wacker/rww/287-4794  
SUBJECT: Copier Equipment Request

Director, Information Management

THRU Director, Community Activities, ATTN: AFZF-CA

FOR The Family Advocacy Program, DCA, ATTN: Ms. Hines

1. Administrative approval is granted for one band 4 copier to support the The Family Advocacy Program. Approval number 7686009-014-95 is assigned and should be referred to in all actions. This approval does not constitute an obligation of funds.
2. Copier service is provided on a cost per copy basis to include all supplies (except paper), maintenance, and operator training. Projected monthly volume is 9,500 copies at \$.0230 per copy for an estimated monthly cost \$218.50. Estimated cost for 3 months is \$655.50. Funds will be provided by Director, Community Activities.
3. Report all maintenance or supply requirements to Pitney Bowes, 1-800-522-0020. Retain and separate all creditable copies for a minimum of 30 days. Creditable copies are those illegible copies resulting from copier malfunctions or copies generated during authorized maintenance. A qualified technician will read copier meters, manually count bad/maintenance copies, obtain user validation, and submit statistics to the Contracting Officer's Representative on a 30-day cyclic basis. Copies may be disposed of after this verification process. It is crucial to retain creditable copies since contract payment deductions will be assessed on the cost per volume band assigned.
4. Copiers delivered under this contract may not be relocated from the initial delivery point without prior approval from the DOIM. Any unauthorized move will constitute a violation of the provisions of the contract and may result in a claim against the government. Units/activities will be responsible for any damages/costs incurred from an unauthorized move.
5. Toner is the only supply item user may add. Developer and fuser oil are added by an authorized Pitney Bowes technician only. Use only film with removable white strip, GSA stock number 7530-00-238-9232, for creating transparencies. Also, a reminder that blank forms cannot be reproduced on office copiers.

AFZF-IM-AR

SUBJECT: Copier Equipment Request

6. POCs are: production of classified information, Mr. Brown, ACofS G2/Security Division, 287-3885; copier technical information, Mr. Wacker, DOIM, 287-4794; and copier funding, Ms. Strupcewski, DRM, 287-8489.

7. As a security measure, place FORSCOM Poster 93-R (enclosed) on or near this copier.

Encl

SCOTT T. LOFGREN  
LTC, SC  
DOIM



DEPARTMENT OF THE ARMY  
HEADQUARTERS III CORPS AND FORT HOOD  
FORT HOOD, TEXAS 76544-5056



REPLY TO  
ATTENTION OF

OFFICE SYMBOL (25-30zz)

MEMORANDUM THRU (Designated approval authority, if applicable)

FOR Director, Information Management, ATTN: AFZF-IM-AR (Mr.  
Wacker)

SUBJECT: Copier Equipment Request

1. Reference AR 25-30.
2. Background. (Provide background information identifying the problem, condition, or reasons leading to the request.)
3. Objective. (Briefly summarize the overall purpose, goal, or benefit to be achieved in accepting this request. Include other than monetary benefits expected from the proposed equipment. Fully explain anticipated gains in personnel time and justify the selection of the requested copier over comparable copiers of the same group.)
4. Equipment requested.
  - a. (Include special features or additional accessories; for example, two-sided copying, automatic document feed, automatic duplexing, collating, and reduction capabilities.)
  - b. (Provide the approval control number of the copier identified for turn-in if the request is for a replacement copier.)
5. Estimate of the types of material to be copied during a typical month.
  - a. (Include description of each type.)
  - b. (Give number of originals, by type.)
  - c. (Include average number of copies to be made of each original.)
  - d. (Indicate copy to original ration.)
  - e. (Give monthly estimate volume.)

OFFICE SYMBOL

SUBJECT: Copier Equipment Request

6. Other information.

a. (Indicate procedures currently used for copying material and state why existing copiers cannot be used; for example, relocation or centralization.)

b. (Include distance from nearest copier that would satisfy existing requirement.)

c. (Give the proposed location of requested copier (building, room).)

d. (Indicate the quantity and security classification of classified material to be reproduced, if applicable.)

e. (Justify fully any foreseen increase in the amount of material to be reproduced. Give the basis for the increase such as change in mission or function.)

7. POC for additional information is (Rank, Name, and Office Telephone Number).

AFZF-IM-AR (AFZF-CA-FSD-ACS/12 Jun 95) (25-30zz) 1st End  
Mr. Wacker/rww/287-4794  
SUBJECT: Copier Equipment Request

Director, Information Management

THRU Director, Community Activities, ATTN: AFZF-CA

FOR The Family Advocacy Program, DCA, ATTN: Ms. Hines

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7. As a security measure, place FORSCOM Poster 93-R (enclosed) on or near this copier.

Encl

SCOTT T. LOFGREN  
LTC, SC  
DOIM



**ARMY  
CORRESPONDENCE**

# **ARMY CORRESPONDENCE**

- **GOVERNED BY AR 25-50, 21  
NOVEMBER 1988, PREPARING AND  
MANAGING CORRESPONDENCE.**
- **COMMANDER/AGENCY HEADS  
SHOULD DEVELOP A  
CORRESPONDENCE CONTROL  
PROGRAM FOR THEIR ORGANIZATION.**
- **THE GOAL OF ALL ARMY  
CORRESPONDENCE IS EFFECTIVE  
COMMUNICATION.**
- **GOOD ARMY WRITING IS CONCISE,  
ORGANIZED, AND RIGHT TO THE  
POINT.**

# **DELEGATION OF SIGNATURE AUTHORITY**

- **THE HEAD OF AN ORGANIZATION MAY ALLOW OTHERS TO SIGN FOR HIM OR HER.**
- **COMMANDER/DIRECTOR IS RESPONSIBLE FOR THE ACTIVITIES OF HIS OR HER COMMAND/AGENCY.**
- **PRINCIPAL STAFF OFFICERS WHO EXERCISE THEIR AUTHORITY IN THE NORMAL COURSE OF THEIR ASSIGNED DUTIES DO NOT REQUIRE DELEGATION OF AUTHORITY.**
- **ANY DELEGATION OF AUTHORITY IS TO THE INDIVIDUAL AND NOT TO THE JOB TITLE OR DESCRIPTION.**
- **AUTHORITY IS NOT INHERENT IN A POSITION.**

# **TWO BASIC FORMS OF CORRESPONDENCE**

- **MEMORANDUM**

- **FORMAL**

- **INFORMAL**

- **LETTER**

# **MEMORANDUM FORMAT**

## **FORMAL AND INFORMAL**

- **PLACE OFFICE SYMBOL AND MARKS NUMBER ON THE**
  - **2D LINE BELOW THE SEAL ON FORMAL MEMORANDUM.**
  - **8TH LINE FROM TOP OF PAGE (PLAIN BOND) ON INFORMAL MEMORANDUM.**
- **PLACE "MEMORANDUM FOR" ON THE 3D LINE BELOW OFFICE SYMBOL.**
- **BEGIN ADDRESS ONE SPACE FOLLOWING "MEMORANDUM FOR."**
- **BEGIN 2D LINE OF ADDRESS UNDER 3D LETTER OF FIRST WORD OF ADDRESS.**
- **BEGIN TEXT ON 3D LINE BELOW LAST LINE OF SUBJECT.**
- **DO NOT**
  - **INDENT 3D SUBPARAGRAPH FIVE SPACES.**
  - **USE THE TERM "ATTACHMENT."**

# **FORMAL MEMORANDUM**

**OFFICIAL ARMY FORM OF CORRESPONDENCE**

## **USED FOR:**

- **CORRESPONDENCE LEAVING THE INSTALLATION**
- **BETWEEN ELEMENTS ON SAME INSTALLATION WHEN REQUIRED (I.E., FORMAL TASKINGS)**

**TYPE OR PRINT ONLY ON APPROVED LETTERHEAD STATIONERY USING MEMORANDUM FORMATS CONTAINED IN CHAPTER 2, AR 25-50.**

**ENDORSE USING ENDORSEMENT FORMATS CONTAINED IN CHAPTER 2, AR 25-50.**



DEPARTMENT OF THE ARMY  
HEADQUARTERS III CORPS AND FORT HOOD  
FORT HOOD, TEXAS 76544-5056



REPLY TO  
ATTENTION OF

S: SUSPENSE DATE

1  
2 OFFICE SYMBOL (MARKS NUMBER)

DATE

1  
2  
3 MEMORANDUM FOR Commander, 1st Cavalry Division, ATTN: AFVA-G1, Fort Hood,  
TX 76544

1  
2 SUBJECT: Preparing a Memorandum

1  
2  
3 1. This example shows how to prepare a memorandum. Allow 1 inch for the left and right  
margins. Use pica, courier, or other 10-pitch type. Use elite, 12-pitch, or other available type  
only when large type is not available.

a. Type the OFFICE SYMBOL at the left margin two lines below the seal. Type the  
MARKS Number, in parentheses, two spaces after the office symbol.

b. Stamp or type the DATE on the same line as the office symbol, ending at the right  
margin. If there is a SUSPENSE DATE, type it two lines above the office symbol line ending  
as close as possible to the right margin.

c. Type MEMORANDUM FOR on the third line below the office symbol. Begin the single  
address one space following MEMORANDUM FOR. Addresses may be in upper and lower  
type or all upper case type.

d. Type the SUBJECT of the memorandum on the second line below the last line of an  
address.

e. Begin the first paragraph of the TEXT at the left margin on the third line below the last  
line of the subject.

2. When used, type the AUTHORITY LINE at the left margin on the second line below the  
last line of the text.

3. Type the SIGNATURE BLOCK on the fifth line below the authority line or the last line of  
the text beginning in the center of the page. Identify enclosures, if any, flush with the left  
margin beginning on the same line as the signature block.

4. Leave at least a 1 to 1-1/2 inch margin at the bottom of the first page.

1  
2 AUTHORITY LINE:

1  
2  
3  
4  
5 Encl

SIGNATURE BLOCK  
XXXXXX, XX  
XXXXXXXXXXXXXXXXXXXX

# **INFORMAL MEMORANDUM**

## **USED FOR:**

- **INTERNAL CORRESPONDENCE SUCH AS TECHNICAL CHANNEL CORRESPONDENCE**
- **BETWEEN UNITS ON SAME INSTALLATION**
- **PERSONNEL ACTIONS WHEN NO OTHER FORM IS REQUIRED BY REGULATION**

## **NOT USED FOR:**

- **TASKINGS**
- **CORRESPONDENCE LEAVING THE INSTALLATION**

**TYPE OR PRINT ONLY ON PLAIN WHITE PAPER WITHOUT LETTERHEAD USING MEMORANDUM FORMATS CONTAINED IN CHAPTER 2, AR 25-50.**

**ENDORSE USING ENDORSEMENT FORMATS CONTAINED IN CHAPTER 2, AR 25-50.**

**PREPARE ON PLAIN PAPER. DO NOT USE LETTERHEAD STATIONERY.**

S: SUSPENSE DATE

OFFICE SYMBOL (MARKS NUMBER)

DATE

MEMORANDUM FOR Commander, 1st Cavalry Division, ATTN: AFVA-G1, Fort Hood,  
TX 76544

SUBJECT: Preparing an Informal Memorandum

1. This example shows how to prepare an informal memorandum. Allow 1 inch for the left and right margins. Use pica, courier, or other 10-pitch type. Use elite, 12-pitch, or other available type only when large type is not available.

a. Type the OFFICE SYMBOL at the left margin on line eight. Type the MARKS Number, in parentheses, two spaces after the office symbol.

b. Stamp or type the DATE on the same line as the office symbol, ending at the right margin. If there is a SUSPENSE DATE, type it two lines above the office symbol line ending as close as possible to the right margin.

c. Type MEMORANDUM FOR on the third line below the office symbol. Begin the single address one space following MEMORANDUM FOR. Addresses may be in upper and lower type or all upper case type.

d. Type the SUBJECT of the memorandum on the second line below the last line of an address.

e. Begin the first paragraph of the TEXT at the left margin on the third line below the last line of the subject.

2. When used, type the AUTHORITY LINE at the left margin on the second line below the last line of the text.

3. Type the SIGNATURE BLOCK on the fifth line below the authority line or the last line of the text beginning in the center of the page. Identify enclosures, if any, flush with the left margin beginning on the same line as the signature block.

4. Leave at least a 1 to 1-1/2 inch margin at the bottom of the first page.

5. If required, identify point of contacts and originating headquarters in the last paragraph of the correspondence.

AUTHORITY LINE:

Encl

SIGNATURE BLOCK

XXXXXX, XX

XXXXXXXXXXXXXXXXXXXX

## **SEPARATE PAGE ENDORSEMENT FORMAT**

- **PLACE OFFICE SYMBOL AND PREPARER'S INFORMATION ON 8TH LINE FROM TOP OF PAGE.**
- **TYPE "SUBJECT" ON NEXT LINE.**
- **PLACE "FROM ADDRESS" ON 3D LINE. BEGIN 2D LINE OF ADDRESS (IF REQUIRED) UNDER 3D CHARACTER OF FIRST WORD.**
- **BEGIN "FOR ADDRESS" ON 2D LINE FOLLOWING "FROM ADDRESS."**
- **BEGIN TEXT ON 3D LINE BELOW LAST LINE OF SUBJECT.**
- **KEEP 3D SUBPARAGRAPH FLUSH WITH 2D SUBPARAGRAPH. DO NOT INDENT FURTHER.**

SFC Merdith/slw/DSN 699-

Commandant, AG School, USASSI, ATTN: ATSG-AGS, Fort Benjamin Harrison,  
IN 46216-5530      DATE

FOR Commander, USAISC, ATTN: AS-OPS-MR (Mr. Clark), Fort Huachuca, AZ  
85613-5000






1. Type the preparer's office symbol at the left margin on the eighth line from the top of the page. Space twice and type the office symbol and date of the basic memorandum in parentheses. Space twice and type the MARKS number in parentheses. Space twice and type the endorsement number.
2. Place the writer's name, typist's initials, and action officer's telephone number (use DSN numbers when appropriate) on the same line as the endorsement number, ending at the right margin. If this cannot be typed on a single line, continue on the next line flush with the left margin.
3. Type the subject at the left margin on the next line below the office symbol. If the subject cannot be typed on a single line, continue the subject flush with the left margin.
4. Type the address of the endorsing office at the left margin on the third line below the subject. Stamp or type the date approximately three spaces after the ZIP code of the endorsing office.
5. Type "FOR" on the second line below the last line of the endorsing office address. Type the FOR address one space after the "FOR."

FOR THE COMMANDER:

Encl  
Listing

SIGNATURE BLOCK  
XXXXXXXX, XX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

# **SAME PAGE ENDORSEMENT FORMAT**

-  **PLACE OFFICE SYMBOL AND PREPARER'S INFORMATION ON 2D LINE BELOW BASIC MEMORANDUM OR PRECEDING ENDORSEMENT.**
-  **OMIT OFFICE SYMBOL, DATE, MARKS NUMBER, AND SUBJECT OF BASIC MEMORANDUM.**
-  **PLACE "FROM ADDRESS" ON 3D LINE. BEGIN 2D LINE OF ADDRESS (IF REQUIRED) UNDER 3D CHARACTER OF FIRST WORD.**
-  **BEGIN "FOR ADDRESS" ON 2D LINE FOLLOWING "FROM ADDRESS."**
-  **BEGIN TEXT ON 3D LINE BELOW "FOR ADDRESS."**



DEPARTMENT OF THE ARMY  
HEADQUARTERS III CORPS AND FORT HOOD  
FORT HOOD, TEXAS 76544-5056



REPLY TO  
ATTENTION OF

S: SUSPENSE DATE

DATE

OFFICE SYMBOL (MARKS NUMBER)

MEMORANDUM FOR Commander, Fifth United States Army, Fort Sam Houston,  
TX 78234-6000

SUBJECT: Preparing a Same Page Endorsement

1. Type endorsement on the same page if there is sufficient space at the end of a memorandum or the preceding endorsement to type the entire endorsement (including signature block). Space as shown on this figure.

2. Omit the office symbol, date, MARKS number, and subject of the basic memorandum.

AUTHORITY LINE:

4 Encls

1. AR 340-9

2. AR 310-50

3. Ltr, FORSCOM, 10 Jul 86

4. Memorandum, HSC, 8 Aug 86

SIGNATURE BLOCK

XXXXXXX, XX

XXXXXXXXXXXXXXXXXXXXXXX

AJJAG-A 1st End

SFC Merdith/slw/DSN 699-4676

Cdr, 1st Bde, 54th Inf Div (Mech), Fort Atterbury, IN 46126-5000 DATE

FOR Cdr, Third USA, ATTN: AJA-CPF, Fort McPherson, GA 30330-5000

Show the office symbol of the preparing office followed by the endorsement number. Ending at the right margin, show the name of the action officer, typist's initial, and telephone number of the action officer. When a DSN number is not available, show the Area Code and complete telephone number.

FOR THE COMMANDER:

4 Encls

nc

SIGNATURE BLOCK

XXXXXXXXXX, XX

XXXXXXXXXXXXXXXXXXXXXXX

# **LETTER**

**USED FOR CORRESPONDENCE WITH**

- **MILITARY INDIVIDUALS**
- **CIVILIANS**

**TYPE OR PRINT ONLY ON APPROVED  
LETTERHEAD STATIONERY USING LETTER  
FORMATS CONTAINED IN CHAPTER 4,  
AR 25-50.**

**DO NOT ENDORSE USING ENDORSEMENT  
FORMATS -- FORWARD BY MEMORANDUM.**

# **LETTER**

**USED FOR CORRESPONDENCE WITH**

- **MILITARY INDIVIDUALS**
- **CIVILIANS**

**TYPE OR PRINT ONLY ON APPROVED  
LETTERHEAD STATIONERY USING LETTER  
FORMATS CONTAINED IN CHAPTER 4,  
AR 25-50.**

**DO NOT ENDORSE USING ENDORSEMENT  
FORMATS -- FORWARD BY MEMORANDUM.**



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS III CORPS AND FORT HOOD  
FORT HOOD, TEXAS 76544-5056

February 11, 1989



Administrative Services  
Division

SP4 John Daniel Smith  
(full address)

Dear Specialist Smith:

Use the letter for official business with non-DOD and DOD civilians and military members addressed by name. Use the letter also when corresponding with a civilian agency or other Government agency officials, including state and local. Letters may be used for official personal correspondence by military and civilian personnel, for letters of welcome, and letters of appreciation or commendation.

Use the letter to reply to other letters unless other appropriate responses have been directed or requested by the original correspondence. Do not endorse the letter. However, forward the letter (for example, a letter of appreciation) to the ultimate recipient through proper channels by enclosing it with or to a memorandum.

Sincerely,

John Doe  
Support Services Supervisor

# ENCLOSURES/ATTACHMENTS

- TERMS ARE SYNONYMOUS
- DOCUMENTS THAT COME WITH THE BASIC COMMUNICATION
- REQUIRED TO
  - COMPLETE THE ACTION
  - KEEP THE BODY AS BRIEF AND CONCISE AS POSSIBLE
- 💣 DO NOT MIX THE TERMS IN THE SAME CORRESPONDENCE
- 💣 ATTACHMENT NOT APPROPRIATE FOR USE IN MEMORANDUMS
- 💣 ATTACHMENT OR ENCLOSURE BOTH APPROPRIATE FOR USE IN LETTERS

## **TIPS**

**1. WHEN THERE IS ONLY ONE ENCLOSURE, ACCOUNT FOR IT WITHOUT A NUMBER.**

**Encl            (WHEN DESCRIBED IN BODY  
                    OF CORRESPONDENCE)**

**Encl            (WHEN ENCLOSED BUT NOT  
AR 25-50       DESCRIBED)**

**2. WRITE THE ABBREVIATION OF THE WORD ENCLOSURE (Encl) AND THE NUMBER IN PENCIL AT THE LOWER RIGHT CORNER OF THE FIRST PAGE OF EACH ENCLOSURE.**

**3. WHEN FORWARDING MEMORANDUMS, ACCOUNT FOR ALL ENCLOSURES - THOSE WITHDRAWN AND/OR ADDED.**

**4. IF ADDING AN ENCLOSURE TO A MEMORANDUM (THAT HAD NO PREVIOUS ENCLOSURE) WITH AN ENDORSEMENT, DO NOT LIST AS "Added 1 Encl". (TIP 1 ABOVE APPLIES.)**

# **SIGNATURE BLOCK**

## **MILITARY**

**NAME OF PERSON**

**RANK, BRANCH**

**TITLE (Commanding; DOIM)**

## **CIVILIAN**

**NAME**

**TITLE (Records Manager)**

**BEGIN SIGNATURE BLOCK AT THE  
CENTER OF THE PAGE ON THE  
FIFTH LINE BELOW THE AUTHORITY  
LINE OR, IF NO AUTHORITY LINE,  
THE LAST LINE OF TEXT.**

**FORMS**

**MANAGEMENT**

## THE FOLLOWING INFORMATION IS PROVIDED FOR GUIDANCE ON THE FORMS MANAGEMENT PROGRAM AT FORT HOOD

**1. DEFINITIONS:** A form is a predetermined arrangement of prepared spaces for the collection, recording, and extraction of information, including worksheets. Although the majority of forms provide spaces for inserting information, this is not one of the requirements for classification as a form. Handouts, labels, stickers, and similar items that may not require the insertion of information but which are reproduced or stocked for future use are also included in this explanation. There are three categories of forms on Fort Hood: LOCAL (Fort Hood, 1st Cavalry Division, 4th Infantry Division, TEXCOM, and MEDDAC), COMMAND OR AGENCY (FORSCOM), and ARMY-WIDE (DA Forms, DD Forms, Optional Forms (OF), (Standard Forms (SF))).

**2. DELEGATIONS:** To assist you in forms actions the 1st Cav, 41D, TEXCOM, and MEDDAC have delegated Forms Management Officers, (FMOs). Division FMOs have the responsibility for operating forms programs within their commands. Commanders of 13th COSCOM, 3d Signal Brigade, Headquarters Command, separate groups, chiefs of staff sections of this headquarters, and tenant activities have delegated Forms Management Coordinators (FMCs) to coordinate forms actions and serve as point of contact (POC) for the Installation Forms Management Officer (IFMO). Send the names and telephone number of the designated FMO/FMC to III Corps Forms Management. FMOs/FMCs are responsible for obtaining appropriate training information from III Corps Forms Management Personnel.

**3. REQUESTS FOR NEW OR REVISED FORMS** should be submitted through your FMO/FMC on a DD Form 67, FORM PROCESSING ACTION REQUEST. A copy of the proposed form or change, a copy of the prescribing directive (extract is acceptable), and one 4-part set of the Defense Printing Service Form DPS 5604, PRINTING / REPROGRAPHICS REQUEST, should accompany the DD Form 67. The FMO/FMC will analyze the request to insure that the request is valid and paperwork is properly filled out and signed.

**4. DA LOCALLY REPRODUCIBLE FORMS** are designated with the **suffix'-R'** as in **DA Form XXX-R**. The authority for local reproduction of DD Forms and their use is **given** in the directive. 'R' Forms must be reproduced at the Defense Printing Service Printing and Duplicating Facility.

**-R FORMS ARE NOT TO BE REPRODUCED BY INDIVIDUALS ON OFFICE COPIERS.**

**5. AR 25-30** prohibits reproduction of blank forms on office copying equipment.

**6. PRIVACY ACT STATEMENTS :** Under the provisions of the Privacy Act of 1974 (5 U.S.C. 552A) and AR 340-21, forms which are used to collect personal information directly from an individual must have a privacy 'act statement (PAS). When personal information is taken from a higher headquarters form, a separate pas will not be required if the source document shows completion of the local action as a routine use. All forms containing personal information whether taken directly from the individual or from their records must comply with the provisions of AR 340-21 and are subject to examination by the Installation Privacy Act Official. Signature of the activity's Privacy Official is required on DD Form 67 regardless of the box checked in item 14a.

**7. ADDITIONAL GUIDANCE ON BLANK FORMS** is available in the following publications AR 25-30, FH Reg 340-2, DA Pam 310-15, DA Pam 25-30, and FORSCOM Pam 25-30.

LINDA JO JORDAN

INSTALLATION FORMS MANAGEMENT OFFICER

BLDG 1001, 1 ST FLOOR, EAST WING, ROOM E1 25A

287-4914

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## **GARRISON COMMANDER'S NEWSLET'**

**VOLUME 2, ISSUE I**

**JANUARY 1999**

*(The following is an article from the GC Newsletter)*

# **Phantom CLERK**

Phantom CLERK (Corps Library of Electronic Recordskeeping) is now fully up and operational providing an electronic library/repository of III Corps and Fort Hood command administrative numbered publications and forms. Today, we have over 770 documents in Phantom CLERK. Forms are available in FormFlow format enabling you to fill them in on-line and route electronically or print to a local printer for small quantities. Large printing requirements will be automatically routed to the Defense Automated Printing Service (DAPS) for processing. Publications are available in a portable document file format. This file format standardizes the viewing and printing of the documents within the repository. Publications can also be printed at a local printer (one page or the entire thing) or sent to DAPS for processing. You no longer have to worry about having the most current Fort Hood publication on hand or making a trip to the Publications Warehouse. Phantom CLERK provides you with Fort Hood forms and publications when and where you need them. Additionally we leverage our existing network architecture; increase responsiveness to customer requirements; reduce stockroom costs; increase efficiency of forms and publications management; and distribute and print vs. print and distribute.

**With Phantom CLERK on line, the DOIM has discontinued printing and stocking (current stocks will be used up) most Fort Hood publications and forms.** Since you can access these items on-line, we will reduce our stocking costs and eliminate printing forms that are either out dated or no longer needed.

### **Requests to the DOIM to print Fort Hood publications and forms will require funding.**

You must be on the Fort Hood Installation Local Area Network to access Phantom CLERK. Using Internet Explorer (available free from Microsoft), type in pclerk.hood.army.mil in the address line and press enter. If asked for a password, use your Fort Hood Domain name and user ID. You will need Adobe Acrobat Reader to view documents on-line and it is available free at the Phantom CLERK site. Additionally, you will find links to other DA and DOD publication web sites.

**DOIM  
SERVICES BRANCH  
RECORDS MANAGEMENT  
POCs**

COPIERS	MR McCLAIN	287-4794
CORRESPONDENCE	MS MOORE	287-0220
FOIA / PA	MS MOORE	287-0220
FORMS	MS JORDAN	287-4914
MARKS	MS WILKINS	287-5630